Cancer Trials Australia
Position Description

Position Details

Position Title:	Clinical Trials Data Coordinator
Manager:	Lead Information Systems Analyst
Direct Reports:	N/A
Location:	Victorian Comprehensive Cancer Centre (VCCC) Building, 305 Grattan Street, Parkville and working from home office
Key internal working relationships:	• Information Systems Manager • Lead Information Systems Analyst • Contracts Team • Finance Team • Information Systems Team
Key external working relationships:	• Medical and nursing staff at clinical research sites • Software Vendor

Position Purpose

The Clinical Trials Data Coordinator assists with the effective and timely coordination of data management activities, including preparation of patient schedules, providing data entry support to our clinical sites and preparation and analysis of clinical trial data reports.

The role will also provide data entry and learning support to our clinical sites in their transition to a range of new software features. This role will assist in reviewing data sets to assess their readiness for transition, contribute to deployment planning in collaboration with a project team and provide ongoing support to sites.

This role will also contribute to the ongoing development of software systems by receiving and forwarding feedback from sites and suggesting possible process and functionality improvements.

Key Responsibilities

Data Coordination

- Review and prepare patient clinical trial schedules, perform data entry and quality assessments to ensure the schedules accurately reflect the ethics-approved clinical trial protocol for new studies and protocol amendments. Set up studies and input data related to study status information within task/activity tracking software
- Timely and accurate creation and activation of patient schedules as defined by agreed KPIs
- Provide help-desk support to sites as required, in particular to assist/troubleshoot and respond to site queries related to patient schedules and data entry, and amend patient schedules where necessary
- Contribute to the development and testing of new software products which support data management, as directed
- Maintain, update and appropriately file all relevant documentation
- Timely and accurate input to CTA's tracking systems/databases

Knowledge, skills, and experience

Qualifications:

The minimum educational, technical, or professional qualifications required to competently perform this role include:

- Tertiary level qualification in Health, Life Sciences or other related field.

Desirable Experience:

- Exposure to clinical trial protocols and/or medical terminology, as demonstrated by previous experience in a clinical trials administrative role.
- Experience in proactively maintaining relationships with key stakeholders.
- Experience with implementation of software solutions, including proficiency at instructing others in use of the software as part of help-desk support.
- Working as part of team to deliver project outcomes within agreed timelines.
- Experience in troubleshooting user issues for a software application.

Essential Experience:

- In the use of data management systems/project management or activity tracking software, as demonstrated by the ability to enter, analyse and report on data, either as part of a regular task or on-demand

Skills and Knowledge:

- Establish and maintain positive relationships with internal and external stakeholders
- Ability to work autonomously and direct own initiative to achieve agreed objectives
- Demonstrate initiative and the ability to understand and participate in change management process where required to support improvements
- Strong analytical and problem-solving skills
- High level of organisation and time management skills
- High level of attention to detail and accuracy
- Advanced computer literacy skills, including the proficient use of Microsoft Office applications such as Word, Excel, Outlook and Teams
- Ability to communicate professionally, orally and written
- Strong sense of professionalism and integrity when dealing with confidential and sensitive information
- Appreciates the need for, and is driven by, achieving a high level of data accuracy and integrity
- A team player, who takes personal responsibility for delivering quality work, and looks for ways to proactively assist fellow team members and clinical sites
- Very adaptable, with a willingness to learn new systems and procedures

Our Values

To actively support and demonstrate our organisation values in all work activities and interactions.

Shared Purpose

Integrity

Collaboration

Adaptability

Compassion

Acknowledgment

Employee Name: Date:

Employee Signature:

Manager Name: Date:

Manager Signature: