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|  | **Job description Clinical Data Manager** |
| **Study title**: *Give study title to which this applies* |

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| **Your assignment/functions** |
| * You act as the data management focal point within projects (clinical trials, epidemiological studies…).
* You plan, coordinate and supervise data management of projects. More specific activities include:
	+ participating in the development of protocols
	+ developing paper and/or electronic questionnaires, Case Report Forms and databases
	+ involvement in testing of eCRFs/databases
	+ coordination of data collection and entry
	+ organization of data validation and cleaning; generate queries with reference to missing, inconsistent or inaccurate data
	+ preparing of data base lock
	+ archiving
	+ data sharing
* You ensure high quality data within strict timelines.
* You ensure privacy and security of project data.
* You develop, write and update the essential documents related to clinical data management, such as a data management plan, SOPs, guidelines (e.g. data entry).
* You interact with researchers, project coordinators and statisticians in Project Management Groups.
* You are responsible for training personnel in data management at your centre, at sites and possible partner institutions (if applicable).
* You contribute to writing project reports, presentations and publications (if applicable).
* You participate in training programmes and conferences to improve your skills/experience.
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| **Qualifications** |
| **Required skills/experience*** You hold at least a Bachelor degree in Life sciences, Biomedical sciences, IT or equivalent by experience.
* You are a team player.
* You are a problem solver and able to prioritize when confronted with high workload.
* You have good verbal and writing skills of English.
* You have working knowledge of Excel, Access and databases.

**Desired skills/experience*** You have experience in clinical data management .
* You have working knowledge of a clinical trial process, Good Clinical Practice, regulatory requirements (e.g. 21CFR part 11; GDPR).
* Team/Project coordination
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