CRCHUM
CENTRE DE RECHERCHE
Centre hospitalier
de l'Université de Montréal

Université de Montréal

Research Data Coordinator

Équipe de recherche clinique en psychiatrie des toxicomanies du Dr Didier Jutras-Aswad

JOB DESCRIPTION

Reporting to the Research Manager and working closely Lead Data Manager, the Research Data Coordinator will be an integral part of the team by developing, maintaining and enhancing data operations for the URPT. The individual will work closely with other research team members and provide data development, management, linkage and integration expertise. Work will involve leading edge Internet technologies in a dynamic, challenging environment. Ideal candidate is highly detail oriented, has a logical thought process and is analytical in nature and has an extensive experience working with the clinical data. Applied knowledge, experience and understanding of the principles of data, survey methods, database tables, data management, and/or trial development required.

RESPONSABILITIES:

- Develop forms and instructions in EDC platform (such as RedCap, Qualtrics or similar) following established survey structure for multiple studies
- Manage and maintain inputs and databases in EDC platform including creating and modifying reports
- Make changes as needed to the EDC databases for the primary data collection instruments, including programming skip patterns and logic checks
- Create and maintain data dictionaries for datasets
- Trouble-shoot database issues with EDC vendor until resolution is obtained
- Develop standard analytical summary data files, produce descriptive reports, including tables and graphs and review statistical outputs for consistency and quality assessment
- Assist in database upgrades/migrations including performing user acceptance tests
- Train research staff and Investigators on performing data entry into EDC platform
- Develop eCRF until finalization along with research team members, this includes eCRF guidelines according to design of the eCRF and manual development for study protocols
- Assist in the development of a Data Management Plan (DMP), when applicable, that outlines CRF flow, data queries, manual checks, and data listings needed to facilitate data cleaning
- Participate in research meetings to discuss and/or advice on study design and survey preparation
- Provide weekly/monthly updates to study team on recruitment, study follow-up and other metrics of quality control
- Follow best practices for maintaining data in a secure environment
- Ensure coding has been performed and reviewed by Medical Coder
- Perform database lock and freeze activities
- Write standard operating procedures for data management
- Other duties as assigned

MINIMUM QUALIFICATIONS (MANDATORY):

- A level of education, training and experience equivalent to a Bachelor's Degree in a relevant discipline (i.e. Mathematics, Computer Science and/or Engineering) supplemented by at least two (2) years of related experience preferably in an academic health science
- Knowledge of the process and methodology necessary to complete projects in a raidpaced software development environment
- Advanced knowledge of clinical trial process and data management process
- At least one-year experience developing and managing input forms and databases using software for clinical databases - skills testing questions will be asked to assess knowledge in this area
- Excellent communication skills; ability to work in a team environment with medical personnel, clinical monitors, statisticians, programmers, and medical writers
- Proficiency in regulatory guidelines, agencies, GCP
- Ability to function in a fast-paced development environment and be able to balance tight schedules with high levels of quality
- Critical thinking, decision making and analytical aptitudes
- Excellent attention to detail
- Ability to work independently

STATUT:

- **Duration :** This is a full time, 1-year fixed term position (with the possibility of extension)
- **Starting date :** As soon as possible
- **Salary :** Commensurate with qualifications and experience
- **Location :** Centre de recherche du CHUM

The CRCHUM invites women, Aboriginals, visible minorities, ethnic minorities and people with disabilities to apply. The CRCHUM adopts a broad and inclusive definition of diversity which goes beyond the applicable laws. The CRCHUM thus encourages all people, regardless of their characteristics, to apply.

In accordance with the requirements for immigration to Canada, please note that priority will be given to Canadian citizens and permanent residents.

TO APPLY :

Please submit your resume and cover letter to : Mme Pamela Lachance-Touchette, gestionnaire de projets pour l'Unité de recherche en psychiatrie des toxicomanies at pamela.lachance-touchette.chum@ssss.gouv.qc.ca