

**Position:** Data Manager in study project by NIHR Global Health Research Unit on Global Surgery

**Last date of application:** 05/12/2020

**Spoke Institution:** Tata Medical Center, Kolkata

**Hub:** Christian Medical College and Hospital, Ludhiana

NIHR Global Health Research Unit on Global Surgery is a joint program with international collaborators and the University of Birmingham in seeking to develop research infrastructure in surgical research in a range of countries across the world. Tata Medical Center, Kolkata in collaboration with Christian Medical College and Hospital, Ludhiana as the Hub institution is seeking to employ the services of a data manager at TMC, Kolkata. The Data manager will work with the Centre Manager (Hub manager), Research Nurse and Investigators to ensure accurate, timely data collection on the various studies under Global Surgery. This position will also hold additional responsibilities to ensure seamless work coordination with regards to the assigned study at the Spoke Institution and the Hub.

#### **Main responsibilities**

- Identify and obtain missing trial data by contacting doctors and nurses working on the trials.
- Resolve inconsistencies in data under the guidance of the Research Nurse, Hub Manager or Investigator.
- Coordinate and respond to requests received from the Hub regarding inconsistencies in data; requests for due data; and any other queries or requests.
- Ensure the accurate and timely submission of Case Report Form (CRF) data via the trial database, ensuring that Spoke data is entered and queried in a timely manner (if applicable).
- Respond and deal with queries from doctors and nurses, resolving routine problems and referring more complex queries to the Hub management team.
- Randomize patients if required.
- Assist with obtaining local approval(s) for projects within the programme, including assistance with submission of amendments as necessary.
- Give support in arranging follow-up appointments for patients participating in the study and other Spoke-adopted studies,
- Assist with collation of information for Hub Trial Management Group meetings. Help organize meetings by sending emails, making travel and hotel arrangements and providing hospitality on the day. Attendance at meetings as necessary.
- Maintain recruitment graphs and reports for the study/project team.
- Develop standard procedures for data management.
- Order and maintain all trial stocks and supplies.
- Participate in and contribute to Hub/Spoke general activities e.g. meetings, training, archiving etc.
- Travel to spoke sites to assist with on-site monitoring visits, as necessary.

## Essential

- Educated to equivalent of graduate level.
- At least one year experience in a data-handling environment using computer databases.
- Must be computer literate and proficient in MS Office applications (word processing – document format using headings and styles, mailmerge; communication software – all functions of MS Outlook or similar and internet searching; spreadsheets – producing simple tables and graphs, sorting and filtering).
- Knowledge of REDCap database or equivalent medical database
- The ability to identify and resolve problems that impact on data management processes.
- Understanding of medical terminology, either through study or working in medical environment.
- The ability to work largely independently with some supervision from the Hub manager and prioritize their own workload to meet schedules.
- A flexible, team-working attitude.
- Attention to detail and high standards of accuracy in all aspects of work.
- Good telephone manner and letter writing ability.
- Aptitude for learning new skills.
- Good skills in building and strengthening partnership..
- Fluent in English with excellent writing and communication skills.

## Desirable

- Familiarity with basic statistics
- Clinical Trials experience
- Any desktop publishing software.
- Website creation and maintenance.

**Appointment and reporting:** Appointment to the position will be for 1 year and renewed as per project duration with review of performance through periodic appraisals of performance. Appraisals will also determine salary increments and promotions. Consolidated monthly salary will be as per qualification and industry standards. The successful applicant will be managed by the Principal investigator and the Spoke coordinators.

## Application Guidelines

Qualified and interested applicants are required to send electronic application letters and current CVs describing their experience, qualification and three reference contacts by email. Emails should be sent to: [suvashish.mukherjee@tmckolkata.com](mailto:suvashish.mukherjee@tmckolkata.com) by 5/12/2020. Applicants should indicate in the email subject Data Manager Position for Global Surgery.

**ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**