

JOB DESCRIPTION

Job Title: Clinical Data Coder, OCS

Incumbents Name:

Date Assigned to position:

Reports to: OCS Clinical Data Manager

NATURE AND SCOPE

The Clinical Data Coder is a trained data collector, responsible for data collection and for activities related to data quality assurance within the OHTN Cohort Study (OCS). Working closely with the OCS Clinical Data Manager, and other staff, the Clinical Data Coder participates in activities relating to data quality and integrity. The Clinical Data Coder is also responsible for providing assistance with OCS data cleaning, including data collected from chart abstraction and electronic medical records and for ensuring the coding systems used within the central research database are up to date. The incumbent will, from time to time be requested to provide assistance on other aspects of database maintenance and to provide additional administrative support to the OCS Clinical Data Manager. The Clinical Data Coder will help with the training of data collectors at the OCS sites.

The position reports directly to the OHTN Cohort Study Clinical Data Manager.

QUALIFICATIONS

Knowledge and Experience

- A bachelor's degree in health, social, population or computer sciences or equivalent employment experience.
- At least 2-3 years' experience as a data management specialist with specific experience in manual and electronic methods of clinical data collection.
- Knowledge of and/or experience in health/medical or academic research and observational databases.
- Knowledge of the confidentiality issues impacting the data management of medical and psychosocial, and behavioral information.
- Experience and/or knowledge relating to HIV/AIDS, including social, psychological and clinical issues.
- Experience and competency in good clinical practice guidelines (GCP).

Technical and Professional Skills

- Excellent analytic skills and numeric aptitude, logical in his/her thinking.
- Ability to understand and rigorously apply established research and data standards.
- Knowledge of coding systems to ensure proper use in data collection.
- Expertise in database analysis methods, query development and maintenance.
- Skill in data transformation and load techniques.
- Computer skills in various other software applications (Access, Excel, PowerPoint, Word).
- SQL or SAS programming skills.

Leadership Qualities

- Experience working collaboratively with multi-sector stakeholders and diverse communities.
- Skilled communicator who is able to professionally and effectively represent the OHTN internally and externally.

Interpersonal Skills

- Is results and detail oriented.
- Is able to balance priorities, manage numerous tasks and projects simultaneously and work under significant time pressure to deliver results consistently.
- Is self-disciplined and able to work effectively without immediate supervision.
- Has an acute sensitivity to and awareness of interpersonal relationships among OHTN stakeholders including community members, community-based agencies, policy makers, academic researchers and health care providers.
- Supports and promotes a culture that embraces diversity and the inclusion of all, in which convergent and divergent ideas and perspectives are respected, valued and considered.
- Is able to establish and build credible working relationships with staff and the medical and research communities.

KEY RESULT AREAS

- 1- Data Management and Coding
- 2- Communication
- 3- Policies, Procedures and Standards Development
- 4- Development of Data Linkages and Reference Tables

I. Data management and Coding

- Knowledge of healthcare data sources, and their limitations, for interpretation and coding.
- Understand database design concepts, including relational database design (table structure; one-to-many relationships).
- Ability to participate in short-term and long-term planning about database projects and to decide how to efficiently store and analyze various types of data.
- Help to ensure data integrity through regular data audits, identifying inconsistencies and information gaps and implementing remedies, seeking direction as required.
- Develop systematic queries to ensure data housed in the OCS is valid and reliable.

II- Communication

- Liaise with research sites on best practices for OCS data collection.
- In cooperation with the OCS Clinical Data Manager, liaise regularly with stakeholders to ensure user needs are addressed.
- Represent the OHTN in an effective and professional manner, by nurturing credible working relationships with key stakeholders and community organizations.
- Liaise with Clinical Consultants regarding data.

III. Policies, Procedures and Standards Development

- Assist the Clinical Data Manager with the development of policies, procedures and standards for training of research site designates.
- Develop and maintain standardized reporting for data collection, monitoring and quality checks.

- Create training resources for sites including data entry procedures, consent procedures and primary data collection procedures.
- Develop additional policies and procedures as they pertain to data quality and data confidentiality
- Develop and maintain code libraries.

IV. Development of Data Linkages and Reference Tables

- Assist with quality control in the development of data linkages and reference tables, health and clinical databases, as they relate to the OCS database.

WORKING CONDITIONS, CONTACTS AND CONSEQUENCES OF ERRORS:

This position is integral to the success of the OHTN Cohort Study. The incumbent will work closely with OHTN staff, site coordinators and data collectors, OCS volunteers, other external stakeholders, as well as members of the OHTN Management team.

The position is structured as a full time works in a semi-private office setting with private meeting room available as required. Some day travel may be required; however, little to no out of town or overnight travel is required.

Errors in judgment and decision-making or inferior leadership and interpersonal relations can have significant consequences to the Project and negative impact on external relations resulting in loss of credibility for the organization.

Any breach of confidentiality or privacy law is considered a significant risk for the OHTN which may require disciplinary action, up to and including termination.

Sign Off and Approvals:

Manager's Name:

Signature: _____

Date: _____

Incumbent's Name:

Signature: _____

Date: _____