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| Last updated: | <date> |

**JOB DESCRIPTION**

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| Post title: | Clinical Trials Data Administrator | | |
| School/Department: | Cancer Sciences | | |
| Faculty: | Medicine | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 2b |
| Posts responsible to: | Cancer Research UK (CRUK) Senior Nurse | | |
| Posts responsible for: | n/a | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To provide comprehensive, effective and efficient data management & administrative support to the cancer clinical trials research nursing team and associated external customers. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To apply a good working knowledge of departmental administrative systems to answer queries and resolve problems from colleagues and external customers. | 90 % |
|  | To contact other departments or external customers to source and exchange information. |
|  | To contribute to the development of administrative systems, carrying out administrative processes ensuring controls are in place to ensure accuracy and timeliness. |
|  | To ensure all trial paperwork is accurately completed, including transcribing/exporting data from medical records/hospital IT systems to Case Report Forms (CRFs) paper or electronic as required by clinical trial protocols within the timelines demanded, responding to data queries as necessary |
|  | To update the EDGE trials database appropriately. | 5 % |
|  | To analyse, manipulate and interpret complex information in order to compile detailed summary reports. | 5 % |
|  | To provide informal coaching/training to colleagues in relation to relevant administrative tasks. |
|  | Any other duties as allocated by the line manager following consultation with the post holder. |

| Internal and external relationships |
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| Internal- trials research nurses & Principal Investigator.  External- commercial pharmaceutical companies & CROs, hospital departments, trials offices.  All above to ensure efficient delivery of trials portfolio and therefore best patient care. |

| Special Requirements |
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| Some flexibility with working hours due to monitoring visits from external customers.  This post requires a Standard DBS check. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds.  Previous administrative work experience within an NHS hospital healthcare setting.  Experience of medical data, and data entry.  Able to demonstrate a sufficient knowledge of work systems, equipment processes and standard IT packages.  Able to demonstrate a good knowledge of the role and its context.  Able to produce clear, accurate and concise written documentation.  Experience of analysing data and presenting summary information clearly. | A levels or equivalent.  Evidence of continuing professional development.  Experience of a clinical trials environment.  Knowledge and experience of validation techniques, medical research methodology and statutory clinical trial regulations, GCP and research governance requirements. | Application & interview |
| Planning and organising | A high degree of organisation.  Good attention to detail including high standards of accuracy. |  | Application & interview |
| Problem solving and initiative | Ability to prioritise tasks.  Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures. |  | Application & interview |
| Management and teamwork | Excellent interpersonal skills.  Ability to liaise with individuals at all levels at different establishments.  Able to contribute to team efficiency through sharing information and constructively supporting others.  Able to adapt well to change and service improvements. |  | Application & interview |
| Communicating and influencing | Effective communication skills in both spoken and written English.  Excellent telephone manner.  Able to seek and clarify detail. |  | Application & interview |
| Other skills and behaviours | Ability to work independently in a team environment. |  | Application & interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |