**Clinical Data Manager**

**Overview**

The Clinical Data Manager is responsible for and will perform the day to day tasks associated with maintaining a clinical database.

**Responsibilities**

* Responsible for overseeing up-to-date and quality data entry into electronic data capture system (EDC) by clinical sites.
* Responsible for tracking completion of source worksheets.
* Perform remote source data verification.
* Work with Project Manager and Monitors for query resolution; abstracts data from necessary sources to complete the EDC and resolve queries.
* Responsible for maintaining key clinical study data for reporting to the Chief Clinical Officer and the clinical team.
* Provide status updates on data entry and data quality metrics.
* Maintain working knowledge of protocol (and associated amendments) for effective collection of data and effective communication with clinical sites as needed.
* Support the preparation of data reports.
* Adhere to data security and confidentiality requirements when handling confidential data.
* Provide support in maintaining and archiving clinical study documents.
* Perform data management study close-out activities including final reconciliation and quality control steps in accordance with Medicenna SOPs.
* Ensure approved study documentation is maintained and properly stored in the trial master files.
* Ensure adherence to Good Clinical Practice and all applicable local and international regulations.
* Other duties, as assigned.

Requirements:

* BS or MS in Life Sciences or technical degree and at least 3 years data management experience or clinical research experience in pharmaceutical or CRO is preferred
* Associates degree with minimum 5 years data management experience
* Experience with computer data entry and database management
* Experience with Electronic Data Capture (EDC) system(s) is required
* Oncology therapeutic area experience is preferred
* Ability to interpret diagnostic imaging, pathology, hematology, oncology related reports
* Ability to work independently and resolve issues
* Must have strong attention to detail and accuracy
* Have a strong understanding of clnical trials
* Excellent organizational skills
* Must be flexible and able to work in a face-paced environment
* Proficiency in medical terminology (oncology)

Please email your resume to chan@medicenna.com and reference Clinical Data Manager in the subject line.