

Prairie Education and Research Cooperative  
Position Description

POSITION TITLE: Manager of Information Technology  
REPORTS TO: Director/Chief Operating Officer, PERC  
Medical Director, PERC

Approved By:

\_\_\_\_\_ President of Board Date: \_\_\_\_\_

\_\_\_\_\_ Director/Chief Operating Officer Date: \_\_\_\_\_

POSITION PURPOSE:

Provide coordination of clinical and/or basic science research study activities to include local and national trial design. Performs physical database design, verification of data entry and data maintenance. Executes statistical analysis resulting in the preparation of publications, reports and grant submissions.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES:

- 1.) Integrates PERC's mission and vision in the daily tasks through dedication to quality improvement and collaborative working relationships.
- 2.) Full commitment to Quality Assurance, Medicare Compliance, and the Health information Portability and Accountability Act (HIPAA) as defined by PERC policy and the Federal Government.
- 3.) Must be willing and able to incorporate PERC customer service protocols as they relate to interactions with patients, families, physicians and co-workers.
- 4.) Knowledge and compliance with all OSHA guidelines.
- 5.) Maintains strict confidentiality of sensitive material and information.
- 6.) Facilitates communication with, Director/Chief Operating Officer, nurse facilitator and principal investigators.
- 7.) Designs, implements, and maintains complex databases using various applicable software applications.
- 8.) Responsible for the integration of data from multiple software sources.
- 9.) Designs and runs queries/statistical analysis to extract and compile data for reports/publications.
- 10.) Formats and generates reports, including summary, statistical, and/or presentation.
- 11.) Verifies input data to ensure accuracy of completed work; scans and edits for errors during processing.
- 12.) Tests and documents work; writes and maintains standard operating procedures in compliance with Federal Regulation

- 13.) Maintains a broad knowledge of state-of-the-art technology, equipment, and/or systems.
- 14.) May participate in procurement, installation and implementation of hardware and software.
- 15.) Performs miscellaneous job-related duties as assigned.
- 16.) May direct, coordinate and oversee the activities of data entry employees.

#### KNOWLEDGE AND SKILL REQUIREMENTS:

- 1.) Minimum of a Master's degree or applicable experience, in life science, computer science or a related field.
- 2.) Minimum of 5 years experience in clinical data management (preferred).
- 3.) Knowledge of ORACLE, SQL, SAS and experience in PC Windows.
- 4.) Is able to work under stress (sometimes emergent) and accept constructive criticism.
- 5.) Is able to make objective judgments.
- 6.) Possess strong oral and written communication skills, as well as critical decision-making skills.
- 7.) Have at least one-year of medical research experience (preferred).
- 8.) Have at least one-year experience in cardiology (preferred).
- 9.) Ability to design and implement systems necessary to collect, maintain, and perform analysis of data.
- 10.) Knowledge of current technological developments/trends in area of expertise.
- 11.) Ability to design and run computer systems queries.
- 12.) Knowledge of computer systems backup/data recovery methods and procedures.
- 13.) Ability to verify data input and correct errors.
- 14.) Ability to format and generate summary, statistical, and presentation reports.
- 15.) Knowledge of structured programming, testing, and debugging techniques.
- 16.) Ability to write technical instructions in the use of programs and/or program modifications.
- 17.) Skill in the configuration and use of computerized database programs.
- 18.) Proficiency in desktop database design, implementation, and maintenance.
- 19.) Designing and generating queries to extract statistically analyze and compile data for reports/publications.
- 20.) Maintain database Information Technology system and clinical data, to ensure prevention, direction and mitigation of the affects of computer viruses on the database and associated software.
- 21.) Verifying data to ensure accuracy of completed work.

## WORK ENVIRONMENT:

- 1.) Each job requirement the calls for the following demands:
  - A.) Mental Demands
    1. Must have the ability to control emotions and maintain composure under stress using tact and good judgment.
    2. Must be able to adjust to various personalities and situations.
  - C.) Special Demands
    1. Must be self-confident and maintain a positive attitude.
    2. Must be capable of performing in an environment that demands extreme consciousness, emotional stability, attention to the minute details and keen observation.
    3. Must have ability to work effectively in an environment, which tends to be tension provoking.
    4. Must be able to communicate effectively with patients, doctors, co-workers, and other departments.
    5. Must work well under supervision, as well as independently and be able to take constructive criticism.