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# Example of Clinical Data Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of clinical data manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for clinical data manager

* Direct activities of contract Data Manager staff
* Ensure oversight of the Data Management CRO
* Provide status reports/updates, resolve disputes, and ensure timely acquisition of high quality deliverables from the CRO
* Provide Data Management expertise to the team in identifying opportunities for process and budgetary optimization
* Ensure Data Management CROs are delivering quality data and documentation on time, on budget and to quality standards and SOPs
* Participate in decision making processes to ensure maximum performance of the team
* Provide Data Management expertise to teams
* Lead development of Data Review Plans
* Review and contribute to the development of trial validation plan related documents
* Create/approve final design drafts

## Qualifications for clinical data manager

* Validate checks and reports necessary to assure high quality and consistent data
* Review and contribute to the preparation of protocols, CRFs and prepare or review/contribute to operations manuals
* Organize / chair data management meetings
* Support and assist clinical data managers, clinical data assistants for allocated trials
* Work closely with CROs contracted to perform data management functions
* Support and assist with lab data review, SAE reconciliation, and third party data reconciliation