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# Example of Manager, Clinical Data Management Job Description

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

## Responsibilities for manager, clinical data management

* Adapts to and champions change, new tools, processes and technology
* Possesses solid computer system and technical skills with a strong ability to learn multiple e computer applications
* Responsible for promoting and enforcing responsible use of data standards
* Builds and maintains relationships with programming support and systems support to ensure optimal performance
* Writes SOPs and WPGs
* Keeps management abreast of issues and progress on all assigned projects
* Participate in vendor and technology (e.g., EDC) evaluation, qualification and selection
* Provide CDM programming expertise for database set up, CRF design, and data cleaning to efficiently ensure high quality data
* Collaborate with Statistical Programming as necessary to assist with data cleaning, trouble shooting activities
* Assist with standardization of Case Report Forms including SAS naming conventions for all data received (external and clinical database)

## Qualifications for manager, clinical data management

* Minimum 6 years in Clinical Data Management
* Deep understanding of clinical development and data management activities in order to understand the importance of data flow, data relationships, and corresponding system technologies
* 8+ years’ experience of direct management of a program team/leadership
* Certification for Project Management preferred previous leading / working within a Project Management Office (PMO)
* Ability to create DM study documents (CRF guidelines, trial design documents, edit check specifications, data review plan)
* Ability to update timelines using time management tools (@Task, MSProject)