



# Example of Data Reviewer Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is searching for experienced candidates for the position of data reviewer. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for data reviewer

- Effectively uses available tools and systems to gather information needed to manage clinical data listing review, generates reports and provides feedback to the appropriate BMS team members
  - Serves as key point of contact to protocol team to address issues related to data quality at worldwide level
  - Provides Protocol and/or Program specific data cleaning and review guidance to the team
  - Accountable for facilitating the tracking, and monitoring the progress, of data review activities with protocol CDR team
  - Collaborates with other Lead CDRs to establish best practices to ensure consistency across program and/or indication in data cleaning requirements
  - Effectively drives or contributes to non-project taskforces, business work streams, and initiatives
  - Empowers team to achieve high performance and excellence
  - Abstract essential health care information, such as allergies, medications, diagnosis, from patient's paper chart for entry into Electronic Medical Records (EMR)
  - Determine accurate ICD-9 or CPT codes for current diagnoses and personal family history
  - Identify and research needed information to ensure accuracy and completeness of medical record
-

- Ensure appropriate oversight process and measures are available to Global Clinical Teams and Study Teams in internal and outsourced studies that allow to manage risks associated with the completeness and correctness of the clinical database, patient safety, data quality or performance issues in a timely manner
- Pro-actively address quality or performance issues with the respective PDM/SDM and on a (cross-) functional level and contribute to the definition of additional measures for (re-)training, edit checks, sourcing
- Monitor overall performance of ongoing data cleaning across the functional roles involved
- Apply and contribute to the development of adequate Data Management Best Practices within scope of own responsibilities and task assignments across Therapeutic Areas
- Manage multiple studies at the same time while balancing the priority in alignment with teams and Head Data Review and Operations
- Bachelor's degree (or equivalent) in Natural Sciences, Informatics, Statistics or Medical Documentation