AUSTRALIAN BRAGG CENTRE FOR PROTON THERAPY AND RESEARCH

Job Description

Position title:	**Registry Data Manager**
Location:	**SAHMRI North Terrace**
Reports to:	**Registry Project Manager**
Employer:	**Australian Bragg Centre for Proton Therapy Research**

Purpose and scope of the position

The Australian Bragg Centre for Proton Therapy & Research (ABCPTR) has been established as Australia's first proton therapy centre. The Data Manager is responsible for the implementation and conduct of data management duties for the Australian Particle Therapy Clinical Quality Registry (ASPIRE). ASPIRE is an observational, longitudinal study of paediatric, adolescent, young adult and rare adult tumour patients from a select group of tumour streams treated with radiotherapy.

Reporting to the Registry Project Manager the position will work closely with various sites and institutions collecting, entering and managing data for the registry.

Key responsibilities

The specific duties include:

- Complete data entry, data cleansing and analysis
- Liaise with medical, nursing, allied health teams and participants to obtain patient data for the registry
- Assist in the preparation of registry project reports
- Participate in special projects to continuously improve processes, tools, systems and organisational data collection and analysis
- Identify and manage initiatives to improve data integrity and expand data capture
- Ensure data collection and management adhere to the Framework for Australian Clinical Quality Registries
- Take reasonable care to protect his / her own health, safety and welfare at work.
- Ensure that duties are performed in keeping with the principles outlined in ABCPTR's Code of Conduct Policy.

Special requirements

Some out of hours work may be required.
DCSI Employment Screening and Police Checks will be required

Person Specification

Qualifications

- Bachelor's degree in health sciences or other relevant discipline and/or Enrolled Nursing Advanced Diploma and/or extensive experience in data management.

Experience, Knowledge and Skills

- Demonstrated experience in data management methods
- Experience working with REDCap software or other similar databases
- Expertise in Good Clinical Practice
- Knowledge of IT systems to support health research
- Understanding of data classification techniques and data management practices, particularly involving patient identifiable datasets
- Demonstrated success in working collegially in a small team
- Previous experience within the oncology field required
- An exceptional eye for detail and valued importance of data integrity
- Excellent verbal and written communication skills
- Ability to work well in a team environment