

Prairie Education and Research Cooperative
Position Description

POSITION TITLE: Database Coordinator

REPORTS TO: Director/Chief Operating Officer, PERC

Approved By:

_____ President of Board Date: _____

_____ Director/Chief Operating Officer Date: _____

POSITION PURPOSE:

Under direct supervision, enters and verifies database transactions, performs physical database design, and maintains database records. Performs routine query functions and generates applicable statistics and reports. Assists in the writing and preparation of abstracts/publications.

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, study coordinators and physicians.
- 7.) Designs, implements, and maintains complex databases using various applicable software applications.
- 8.) Designs and runs queries to extract and compile data for reports/publications.
- 9.) Develops and implements appropriate backup and recovery procedures to ensure database integrity.
- 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.

- 13.) Maintains a broad knowledge of state-of-the-art technology, equipment, and/or systems.
- 14.) Assists in the preparation written preparation of scientific abstracts and publications.
- 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 Bachelor's degree in life science, computer science or a related field.
- 2.) Minimum of 1 year experience in clinical data management.
- 3.) Knowledge of SAS and experience in PC Windows.
- 4.) Possess keen attention to detail.
- 5.) Possess good organizational skills.
- 6.) Is able to work under stress (sometimes emergent) and accept constructive criticism.
- 7.) Is able to make objective judgments.
- 8.) Possess strong oral and written communication skills, as well as critical decision-making skills.
- 9.) Have at least one-year of medical research experience (preferred)
- 10.) Have at least one-year experience in cardiology (preferred)
- 11.) Ability to design and implement systems necessary to collect, maintain, and perform analysis of data.
- 12.) Knowledge of current technological developments/trends in area of expertise.
- 13.) Ability to design and run computer systems queries.
- 14.) Knowledge of computer systems backup/data recovery methods and procedures.
- 15.) Ability to verify data input and correct errors.
- 16.) Ability to format and generate summary, statistical, and presentation reports.
- 17.) Knowledge of structured programming, testing, and debugging techniques.
- 18.) Ability to write technical instructions in the use of programs and/or program modifications.
- 19.) Skill in the configuration and use of computerized database programs.
- 20.) Proficiency in desktop database design, implementation, and maintenance.
- 21.) Designing and generating queries to extract statistically analyze and compile data for reports/publications.
- 22.) 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.
- 23.) Verifying data to ensure accuracy of completed work.

WORK ENVIRONMENT:

- 1.) Each job requires the following demands:
 - A.) Physical Demands
 1. Must possess good physical and mental health.
 2. Must be capable of stooping, bending, stretching and lifting.
 3. Must be able to stand and walk for long periods.
 4. Must appear well groomed and poised at all times.
 5. Must possess manual dexterity to handle and manipulate equipment and appliances.
 - B.) 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.