

Prairie Education and Research Cooperative  
Position Description

POSITION TITLE: Information Technology Associate

REPORTS TO: Manager of Information Technology  
Director/Chief Operating Officer, PERC  
Medical Director, PERC

Approved By:

\_\_\_\_\_ President of Board Date: \_\_\_\_\_

\_\_\_\_\_ Director/Chief Operating Officer Date: \_\_\_\_\_

POSITION PURPOSE:

Provide coordination of clinical and/or basic science research study activities to include local and national trial design. Performs physical database design, verification of data entry and data maintenance. Design and run data reports as needed. Supports all facets of Information Technology used in PERC's daily activities.

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.) Designs, implements, and maintains complex databases using various applicable software applications.
- 7.) Designs and runs queries to extract and compile data for reports/publications.
- 8.) Formats and generates reports, including summary, statistical, and/or presentation.
- 9.) Verifies input data to ensure accuracy of completed work; scans and edits for errors during processing.
- 10.) Tests and documents work; writes and maintains standard operating procedures in compliance with Federal Regulation
- 11.) Maintains a broad knowledge of state-of-the-art technology, equipment, and/or systems.

- 12.) May participate in installation and implementation of hardware and software.
- 13.) Perform and document regular maintenance on information systems hardware and software.
- 14.) Provide IT support to PERC personnel and any appropriate study personnel.
- 15.) Performs miscellaneous job-related duties as assigned.

#### KNOWLEDGE AND SKILL REQUIREMENTS:

- 1.) Minimum of an associate's degree or applicable experience, in life science, computer science or a related field.
- 2.) Minimum of 2 years experience in clinical data management (preferred).
- 3.) Knowledge of Access, HTML, VB, and experience in PC Windows.
- 4.) Is able to work under stress (sometimes emergent) and accept constructive criticism.
- 5.) Is able to make objective judgments.
- 6.) Possess strong oral and written communication skills, as well as critical decision-making skills.
- 7.) Ability to design and implement systems necessary to collect, maintain, and perform analysis of data.
- 8.) Knowledge of current technological developments/trends in area of expertise.
- 9.) Knowledge of computer systems backup/data recovery methods and procedures.
- 10.) Ability to verify data input and correct errors.
- 11.) Ability to format and generate summary, statistical, and presentation reports.
- 12.) Knowledge of structured programming, testing, and debugging techniques.
- 13.) Ability to write technical instructions in the use of programs and/or program modifications.
- 14.) Skill in the configuration and use of computerized database programs.
- 15.) Proficiency in desktop database design, implementation, and maintenance.
- 16.) Designing and generating queries to extract and compile data for reports/publications.
- 17.) Maintain Information Technology system and clinical data, to ensure prevention, direction and mitigation of the affects of computer viruses on the database and associated software.
- 18.) Verifying data to ensure accuracy of completed work.
- 19.) Completion of the following training within 180 days:
  - a. Installation and Configuration of HP Compaq Servers – Instructor: Manager of IT.
  - b. Managing and Maintaining a Microsoft Windows Server 2003 Environment – Microsoft Official Course 2273A (Self-Study)
  - c. Comptia A+ Certification – Certified Comptia Instructor
  - d. Datalabs EDC Bootcamp – Datalabs Instructor

## WORK ENVIRONMENT:

- 1.) Each job requirement the calls for the following demands:
  - A.) 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.