ROLE PROFILE

Job Title: Data Coordinator (fixed term)

School/Department: School of Medicine, Nottingham Clinical Trials Unit (NCTU)

Job Family and Level: Administrative, Professional and Managerial Level 3

Contract Status: This post will be offered on a fixed term contract for a period of 12 months.

Hours of Work: This is a full-time post, preferably; however applications are welcome from candidates wishing to work part-time to a minimum of 0.8 fte, 29 hours per week. Please indicate on your application the hours you wish to work.

Location: Nottingham Clinical Trials Unit, Queen's Medical Centre, South Block

Reporting to: Data Manager

The Purpose of the Role:
To support a consistent approach to coordinating data handling and quality across a number of clinical trials. The person would be responsible for coordinating and performing data reviews, data validation and quality procedures and implementation on NCTU managed research. He/she will be responsible for the training and supervision of data administrators. He/she will work closely with Investigators, Trial Managers and the Data Managers to ensure high clinical research data quality.

Nottingham Clinical Trials Unit (NCTU) is a UK Clinical Research Collaboration registered Clinical Trials Unit (http://www.ukcrc-ctu.org.uk) based in the School of Medicine at the University of Nottingham. The unit’s mission is to conduct high quality, high impact multicentre trials to improve health and well-being. The unit has close links with local NHS Trusts (Nottingham University Hospital NHS Trust, Nottinghamshire Healthcare NHS Foundation Trust, and Derby Teaching Hospitals NHS Foundation Trust), the Institute of Mental Health and the School of Health Sciences.

NCTU has a broad portfolio of trials including studies evaluating medical devices, medicines and complex interventions. Particular strengths and clinical areas with potential for further development are trials of skin conditions and wound healing, perinatal trials, gastroenterology, respiratory, stroke, mental health, hand surgery and genitourinary medicine. The unit currently has around 60 staff, and with the recent investment of strategic development funding from the University this is anticipated to expand to 100 staff over the next 3-5 years.

For further information see: http://www.nottingham.ac.uk/nctu/index.aspx

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<th>Main Responsibilities</th>
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<td>1. Work with multidisciplinary teams in the development of data management documentation, including but not limited to Case Report Forms and study specific Data Management Plans and Data Validation Documents and Data Entry Guidelines. Lead in the maintenance of this documentation in line with study requirements for the duration of the study. Continuously seeking ways to improve data completeness and data quality.</td>
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<td>2. To manage and/or perform the review of study data to ensure data is collected in a timely manner, is complete and is of a high standard. Collate metrics and provide feedback on common issues to the trial management team.</td>
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3. To perform and/or coordinate the user acceptance testing of the clinical database(s), in order to provide feedback to the database system developers.  

4. Oversight and management of the tracking of data on clinical trials, including reconciliation of forms prior to database lock.  

5. During study lifecycle meet regularly with clinical trial teams to monitor data activities and advise on data management related tasks.  

6. Supervision, and as appropriate, line management of Level 2 data administrator(s):
   
   **Supervision to include:**
   - Allocating work and monitoring against deadlines
   - Manage and prioritise activities to ensure timely delivery of study data
   
   **Line Management where appropriate to additionally include:**
   - Conduct annual and interim performance reviews
   - Identifying areas for staff development/training and providing such training where appropriate

7. To perform coding of medical terms.  

8. Oversees the QC of the clinical data and additional data cleaning as required. Make any recommendations for improvements to data guidelines.  

9. Any other duties as appropriate to the role and level  

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### Knowledge, Skills, Qualifications & Experience

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<th>Essential</th>
<th>Desirable</th>
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| **Qualifications/Education** | • HNC or HND in a relevant subject, or equivalent qualifications/certification, or considerable experience in a relevant role(s). | • Significant experience as a Data Coordinator or equivalent position.  
                             |                                                                          | • Degree (or equivalent qualification) in a relevant subject.            |
| **Knowledge/Skills/Training** | • Knowledge of GCP  
                             | • Knowledge of clinical trials, and clinical trial databases management systems  
                             | • Working knowledge of Microsoft Word, Excel and internet browsers  
                             | • Good interpersonal and communication skills both written and spoken  
                             | • Keyboard/typing skills  
                             | • Experience of Microsoft Access  
                             | • Advanced Microsoft Word and/or Excel skills  
                             | • Familiar with web based applications  
                             | • Working knowledge of data manipulation software, e.g. STATA or SAS  
                             | • Ability to produce summary data report and line listings  
| **Experience** | • Working experience of data reviewing/validation processes in relation to clinical trials  
                             | • Experience of data capture form design  
                             | • Experience of writing data management plans and data entry guidelines  
                             | • Experience of writing or reviewing data validation documentation.  
                             | • Assessing and responding to non-routine work/situations  
                             | • Previous experience of clinical trials and/or their data entry  
                             | • Experience of Clinical Coding  
                             | • Experience of CRF design on clinical trials |
| Prior use of Clinical trial databases | liaised previously with recruiting site staff |
| Experience of performing user testing | Experience working with 3rd party data providers, such as central labs or routine data providers such as ONS or NHS digital |
| | Has performed User Acceptance Testing for a clinical trial database setups |
| | Prior exposure to RDE/eCRF |
| | Working knowledge of participant follow-ups via questionnaires paper and/or on-line |

| Other | Ability to work both unsupervised and as part of a team |
| | Ability to train and monitor others |
| | Ability to prioritise and delegate work to meet deadlines |
| | Detail oriented |
| | Good organisational skills |
| | Good time management |
| | Working in collaboration with senior staff |
| | Willingness to adopt the Ethos and Principles of the School of Medicine to improve the student experience. |

**Scope of the Role**

The Data Coordinator provides data management expertise to the multidisciplinary research team to ensure efficient coordination of the data management processes and quality of data to meet the study and unit needs.

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_The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all._

_The School of Medicine holds a Silver Athena SWAN in recognition of our achievements in promoting and advancing the representation of women in science, technology, engineering, medicine and mathematics (STEMM). Please see [http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx](http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx) _
Appendix 1
The University of Nottingham

Described by the Times Good University Guide 2017 as “the nearest Britain has to a truly global university” The University of Nottingham has award-winning campuses in the UK, China and Malaysia and hosts a global academic community in all three countries. The University has an institution-wide commitment to embedding an international dimension across all of our activities enabling us to produce graduates who are empowered to excel in a challenging global environment and deliver genuinely world-changing research.

Our reputation for world-class research has yielded major scientific breakthroughs such as Nobel-winning MRI techniques, drug discovery, food technologies and engineering solutions for future economic, social and cultural progress.

Already ranked among the UK’s elite universities and global polls for research excellence, our reputation for world-class research has been further enhanced with the 2014 results of the Research Excellence Framework (REF).

In addition to scoring highly in quality rankings covering major disciplines in science, engineering, the social sciences, medicine, business and the arts, it is Nottingham’s research power rankings which demonstrate the impressive volume of excellent research which is carried out. We are now ranked 8th in the UK on a measure of ‘research power’ which takes into account both the quality of research and the number of research-active staff who made REF returns, confirming Nottingham’s place in the top tier of the world’s elite higher education institutions.

The main University campus is set beside a lake, in an extensive belt of woodland, parks and playing fields. The 330 acre University Park Campus is the focus of life for more than 32,000 students and houses the majority of the University’s academic schools and many of the central Services. The Jubilee campus is situated 2 miles away from the University Park, and provides extra capacity. The University Medical School is situated next to the University Park. Together with the University Hospital, it forms the Queen’s Medical Centre (QMC).

University of Nottingham Medical School

Nottingham has a strong reputation for both clinical medicine and teaching. As one of the most popular medical schools in the country, it is able to select excellent students and produce and attract good junior doctors.

The School of Medicine comprises the Divisions of Cancer and Stem Cell Sciences, Child Health, Obstetrics and Gynaecology; Clinical Neuroscience; Epidemiology and Public Health; Primary Care; Psychiatry and Applied Psychology; Rehabilitation and Ageing; Medical Sciences and Graduate Entry Medicine; Respiratory Medicine; Rheumatology, Orthopaedics and Dermatology and the Nottingham Digestive Diseases Centre. The School also hosts the Education Centre, the Centre for Interprofessional Education and Learning, the Clinical Research Facility, the Clinical Skills Centre, NIHR Design Service East Midlands, Nottingham Clinical Trials Unit, PRIMIS and Medical Imaging Unit.

The School of Medicine brings together in one School staff undertaking research for the benefit of the health of patients. It includes all primary care and hospital-based medical and surgical disciplines, principally in the Queen’s Medical Centre and City Hospital Nottingham Campuses, Royal Derby Hospitals NHS Foundation Trust and also at the University’s main campus and at the King’s Meadow and Jubilee Campuses. Most of our School’s Senior Researchers and Teachers are also clinicians who dedicate 50% of their time to patient care within the Nottingham University Hospitals NHS Trust & Royal Derby Hospitals NHS Trust. This close juxtaposition brings cutting-edge clinical care to our patients and clinical relevance to our research and teaching. We are closely integrated with our full time NHS clinical colleagues, many of whom are themselves leaders in research and teaching and who work closely with the University and this increases the mutual benefit from integration between the University and NHS.

Mission:

Our mission is to improve human health and quality of life locally, nationally and internationally through outstanding education, research and patient care.

Priorities:

1. Teaching and learning, particularly training tomorrow’s doctors and teaching specialised postgraduates
2. Research and research training: We will perform and support the highest quality “big” research which impacts on human health and disease
3. Partnership with the NHS and other healthcare providers
4. **Visibility and profile of the School of Medicine:** We will do what we do better, and we will tell others about it.

**Ethos and principles:**

1. **Having people and patients at the heart of all we do:** our teaching and learning, our research and our patient care.
2. **Contribution within the School of Medicine and to society** beyond our immediate roles; helpfulness and service.
3. **Openness and fairness,** with particular emphasis on communication (both internal and external) and on equality and diversity among students and staff.
4. **Personal and group responsibility** for all aspects of our work, within a culture of opportunity and reward.

Our research spans 11 major themes, ranging from cancer to vascular medicine. We work closely with industry and the NHS. Our world-leading research ranges from basic and translational science through to clinical trials, epidemiology, and health services research. Our clear theme is improving human health, underpinning a vibrant postgraduate research training programme leading to PhD or DM. Many of our academics are clinicians, using their expertise to provide cutting edge specialised treatment to NHS patients; reflecting our ethos that patients are at the heart of all we do.

The partnership between University of Nottingham and Nottingham University Hospitals NHS Trust was recently awarded by NIHR, a transformational £23.6 million to expand their pioneering work into new treatments and diagnostics for a wide range of health problems, establishing a new Biomedical Research Centre (BRC), which will incorporate two existing smaller Biomedical Research Units in the city. The Nottingham BRC will be the leading UK hub in five key areas of health research:

- Deafness and hearing loss
- Gastrointestinal and liver disease
- Respiratory medicine
- Musculoskeletal disease
- Mental health technology

At the core of the Biomedical Research Centre will be Nottingham’s world-leading expertise in magnetic resonance imaging (MRI). It means the latest medical imaging research and technology pioneered here can be translated into real benefits for patients in all five of the BRC’s research areas.

In the 2014 Research Excellence Framework the four Units of Assessment included in the School of Medicine were among the six most improved in the whole University since RAE 2008: Over 80% of our research in 2014 was graded as world-leading or internationally excellent. Our research spans 11 major themes and ranges from basic and translational science through to clinical trials, epidemiology, and health services research. We work closely with industry and the NHS. Our research is underpinned by a strong postgraduate research training programme leading to PhD or DM. Our major research themes are in Cancer and Stem Cells; Child Health, Obstetrics & Gynaecology; Clinical Neurosciences; Dermatology; Digestive Diseases; Epidemiology and Public Health; Mental Health; Musculoskeletal physiology and disease; Primary Care; Rehabilitation and Ageing; Respiratory Medicine; and Renal Medicine.

The School of Medicine trains tomorrow’s doctors on a vibrant undergraduate medical course with a unique intercalated BMedSci, as well in a specialised graduate-entry programme built around clinical problem solving. We teach medicine and related disciplines at both undergraduate and postgraduate level. We have a dedicated clinical academic training programme and are committed to training PhD and doctoral research students and to supporting postdoctoral clinicians and scientists in their research.

Professor Tony Avery is Dean of the School of Medicine.

For further information, please see our website [http://www.nottingham.ac.uk/medicine](http://www.nottingham.ac.uk/medicine).

**Nottingham**

Central within the East Midlands, Nottingham is a vibrant and prosperous city with something to offer everyone. It is one of the UK’s leading retail centres and has a huge variety of restaurants, bars and nightclubs which attract people from all over the UK. Culturally, it has good theatres, an arena which attracts both national and
international performers and a range of historical interests relating to subjects such as the lace industry, Lord Byron and DH Lawrence. Nottingham is also known for sport, being the home of Trent Bridge Cricket Ground, Nottingham Forest and Notts County Football Clubs, the National Water Sports Centre and the Nottingham Tennis Centre. There is a good network of roads with easy access to the M1 and the A1, a fast frequent rail service to London and other major cities. Nottingham East Midlands Airport is only eighteen miles away.

The city is set within a county of outstanding natural beauty which includes Sherwood Forest, Wollaton Park, lively market towns and wonderful historic buildings. Housing is relatively inexpensive and, in addition to the two Universities, there are excellent schools and colleges available.

To find out more about Nottingham, use the following links:
Nottingham County Council – Tourism  http://www.experiencenottinghamshire.com/
University of Nottingham  http://www.nottingham.ac.uk
Zoopla (Guide to local properties)  http://www.zoopla.co.uk/

My Nottingham (information on schools, term dates, school transport etc.)  http://www.nottinghamcity.gov.uk/index.aspx?articleid=8524