JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Oncology Data Specialist

Job Code: 7429

Salary Grade: C05

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for managing research data, including data collection and entry, and patient enrollment for pharmaceutical and investigator-initiated studies. Performs the review, abstraction, collection, and analysis of data for a specialized program or project.

- Collects data for patient enrollment and maintains electronic data system
- Determines required protocol procedures and discusses required information with clinic, chemo, and research staff.
- Serves as liaison between site and sponsor regarding data issues and discusses data issues or discrepancies to appropriate staff.
- Obtains research source documents from patient records.
- Verifies pharmaceutical study source documents have appropriate signatures and are correct for the pharmaceutical studies and cooperative group.
- Develops and implements study-specific source documents.
- Assists with data entry of registration, toxicity, drug, radiation, and pathology data.
- Meets with external monitors to clarify and determine data entry corrections.
- Assist management in prioritization of data volume and timeliness.
- Prepares research charts for clinical and/or research team.
- Prepares advanced study-specific reports and queries and discusses with investigators and administrators, including collecting data from other sites.
- Coordinates specimen and tissue submissions with Biorepository staff.
- Collaborates with investigators to collect data for internal chart review projects and to maintain study-specific data sets for toxicity and outcome measurement.
- Develops action plans to address research deficiencies with staff.
- Monitors for protocol compliance, including dosing, study procedures, tumor measurement, and/or disease assessment entries.
- Notifies management and regulatory specialist of all protocol deviations.
- Audits study patient documents to identify protocol non-compliance and develops action plans to address deficiencies.
- Represents Data Management in external audit.
- Performs other duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

High School diploma or GED.

Experience:

24 months data entry and quality assurance experience. Advanced degree of proficiency with Microsoft Office Suite, particularly Word and Outlook.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of HIPAA
- Ability to code Common Terminology Criteria for Adverse Events (CTCAE)
- Ability to communicate in orally and in writing

Working Conditions

Physical:
Ability to engage in repetitive motions. Must be able to sit for prolonged periods of time.

Environmental:
Standard office environment.

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