

Job Description

Job Title	Data Manager
Department	Cancer Services
Reports to	Chiefs of medical Oncology and Radiation Oncology
Date	July 2010

Overall Purpose of Job

To provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The overall aim of this post is to design, manage, organise and maintain the efficient and accurate collection of data relating cancer services at the UPMC Beacon Hospital. The post holder will work with all members of the Oncology Multidisciplinary Team so that data is collated and disseminated appropriately, by means of reports.

The post holder will be responsible for the development of the minimum clinical data sets for the site specific tumours, and the maintenance of the data base associated with Cancer Services.

The post holder will undertake to keep up to date with new developments in data management for cancer services.

Key Responsibilities and Deliverables

- Co-ordinate the capture of data within Radiation and Medical Oncology, and other departments where oncology patients are treated. Liaise with medical and nursing staff to obtain follow-up data if required.
- Supporting Departmental statistical data analysis. This includes providing meaningful statistics that describe the day to day operations.
- Establish process for checking data and correcting errors with the data collected and ensure processes are place to prevent further errors or recurring errors.
- Developing and supporting Clinical Database. This will help provide information for internal audit, clinical planning (staff and facilities) and to help support future publications and reporting of local outcomes and results. This database would also include data from the Aria management system and would contribute to QA, Departmental management, billing and academic functions.

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- Ensure quality assurance data is kept updated. This includes ensuring databases for purposes of HIQA are structured and data entry is monitored to ensure the data is complete and there is integrity in the data putput. This post will also help develop procedural guidelines regarding collecting data into the database.
- Support all data requirements and internal audit requirements for JCI.
- Input all data to the computer on a timely basis so that backlogs do not occur
- Provide information to hospital personnel, external agencies such as the National Cancer Registry, and ICORG or to any other body or person(s), as requested by the Chiefs of Medical and Radiation Oncology; and the CEO or any executive of the hospital. This may also include managers of Cancer Services.
- Deal with all related administrative work such as correspondence, preparation of lists and so forth.
- Abstract data from patients' records
- Liaise with external colleagues (Cancer Services Data Managers within other hospitals).
- Assist with submissions to the hospital Ethics Committee, and National Research Body (ICORG) as appropriate.
- Assist in the development of the minimum clinical data sets
- Run monthly reports on activity within cancer services.
- Act as liaison person with the National Cancer Registry.
- Flexible and adaptable approach to work

Person Specification

Qualifications	<ul style="list-style-type: none">• Nursing qualification and / or relevant Information technology qualification (certificate, diploma, degree , post-graduate) dip
Experience (Amount and Type)	<ul style="list-style-type: none">• Previous Meditech /Aria and / or clinical business application experience• Previous experience in the area of Data Management.• At least 2 years previous hospital experience
Job Specific Competencies and	<ul style="list-style-type: none">• Must have previous experience working with spreadsheets and

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Knowledge	<p>databases to an advanced level</p> <ul style="list-style-type: none">• Must be capable of analysing complex data sets, data collection, and dissemination.• Must be familiar to the area of cancer services, and have a good understanding of how the service centre operates.• Willingly puts forth effort in starting job duties on a regular basis; contributes new ideas; seeks self-improvement; masters new job duties.
Personal Competencies	<ul style="list-style-type: none">• All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management. All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager and / or hospital management.• Maintain strict confidentiality with patient and employee or any other information in accordance with all UPMC Beacon Hospital policies and procedures.• Demonstrates willingness to take on new roles and responsibilities.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee

Signature

Date