

## **JOB DESCRIPTION**

**Job Title: Administrative Procedures Manager**

**Reports to Job Title: Director**

**Department: Division of Industry Trials (DIT) / Foundation Research Program (FRP)**

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### **PURPOSE:**

The responsibility of this position is for the development and integration of administrative procedures into department operations. Manage the design and oversight of data collection and management systems. Assist the Director of DIT/FRP in the implementation of policies and procedures to assure operations are compliant with applicable regulations and Good Clinical Practice (GCP) and FDA Regulations. Supervise employees of the Data Management area

### **ESSENTIAL FUNCTIONS:**

1. Supervise Case Report Form (CRF) design, development, quality assurance and approval processes as well as submission schedules design and development.
2. Supervise and coordinate the development and presentation of site training for industry funded Phase II and Phase III clinical trials. Conduct protocol specific presentations/breakout sessions at NSABP Group Meetings
3. Provide direction and oversight of the communication with DIT biostatistical center (IDDI) to create database design/SAS Mapping.
4. Liaison with NSABP member institutions and pharmaceutical companies.
5. Supervise all areas of database and software, development and communication relating to appropriate personnel; implement QA/QC program.
6. Supervise data management personal as well as Research Data and Technology Coordinator.

Other duties as may reasonably be assigned.

### **LATITUDE:**

The incumbent has the ability to identify, define and resolve problems within the scope of his/her responsibilities and the procedural policies of the NSABP Division of Industry Trials / FRP.

### **KNOWLEDGE/SKILLS:**

1. Bachelor's degree required in a scientific area, with emphasis on medical research.
2. Must be computer literate and pay close attention to detail. Experience with SharePoint and InfoPath preferred.
3. Three to 5 years research experience in a health care setting required.
4. Knowledge of FDA regulatory requirements, regulations pertaining to industry funded clinical trials, and GCP.
5. Effective interpersonal skills that enhances communication with peers, physicians and outside facilities.
6. Protects confidentiality as required by the NSABP Corporate Confidentiality Policy and DIT/FRP department procedures.