



**EORTC promotes cancer research in Europe and is linked to other leading biomedical research organizations around the world. EORTC research takes place in over 200 hospitals, universities and cancer centers in 32 countries and the unique network of investigators of EORTC comprises more than 2000 clinicians collaborating.**

The EORTC research facility based in Brussels has a vacancy for a:

## **CLINICAL DATA MANAGER**

The Clinical Data Manager is responsible for the collection and processing of all the relevant information required for the set up of a clinical trial / cleaning of the data / reporting to the Disease Oriented Group.

The Clinical Data Manager works under the hierarchal supervision of the Lead Data Manager, within the CT Process Department.

The Clinical Data Manager reports on his/her activities and status of the study to the Clinical Research Physician, Statistician & Project Manager.

### **Main responsibilities:**

#### 1. Clinical Trial Management

**THOSE TASKS WILL BE CARRIED OUT BY THE CLINICAL DATA MANAGER WITH THE CLOSE COACHING OF A LEAD DATA MANAGER:**

- ✓ *Clinical trial protocol*
  - Develop the Data Management sections of the clinical trial protocol
  - Assist in final review of the clinical trial protocol for consistency
  - Define & create the study protocol in the database
- ✓ *Case Report Forms*
  - Develop Case Report Forms in accordance with the protocol and the database
  - Develop guidelines for Case Report Forms completion
- ✓ *Data handling*
  - Coordinate and control data collection, data cleaning and data reporting activities
  - Apply QC to each stage in the data handling to assure that the data are reliable and processed in compliance with ICH-GCP requirements.
  - Communicate with participants in order to resolve queries and outstanding data sending
  - Conduct the reconciliation of SAEs
- ✓ *Other*
  - Ensure the development and maintenance of update and validation plans for the studies
  - Develop thorough cross check programs for consistency and validation checks on the data

2. Disease Oriented Group support: Depending on the position he/she is assigned the Clinical Data Manager might be responsible for some of the Disease Oriented Groups specific tasks:
  - ✓ Prepare bi-annual EORTC Group Members reports on the studies under her/his responsibility
  - ✓ Centralizes membership of the Disease Oriented Group
  - ✓ Keeps up with publications
  - ✓ Assists in Quality Assurance projects of the Disease Oriented Group
  
3. Other
  - ✓ Assist the Statistician during interim / final analysis
  - ✓ Organize the preparation and execute the review with the Study coordinator/Clinical Research Physician on a regular basis
  - ✓ Ensure proper filing of all study related documents, in compliance with ICH-GCP requirements

#### **Profile**

- ✓ University Degree in life sciences (Bio Medical, pharmacy, veterinarian...) or graduate degree (Dietician, Nurse, Lab technician...)
- ✓ Experience in data monitoring and/or reviewing is an asset
- ✓ Good organizational & administrative skills
- ✓ Excellent analytical skills
- ✓ Rigorous, attached to details
- ✓ Skills in the use and management of computer databases
- ✓ Computer literate with standard Software
- ✓ Team spirit
- ✓ English very good (written & spoken), French & Dutch are assets

**The EORTC offers a highly stimulating, professional & friendly atmosphere in an international environment, and an attractive employee benefit package**

Please send curriculum vitae and cover letter in English to:  
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Confidential fax: +32 2 770 78 11 - Email: [recruitment@eortc.be](mailto:recruitment@eortc.be)