

Clinical Database Administrator, Job Posting, San Francisco, CA

Responsibilities:

- Seeking an experienced Clinical Database Administrator to set up and run a clinical data management department. This will include hiring and supervision of data management personnel.
- Supervise all clinical database and data management activities for clinical studies and related departments.
- Responsible for the selection of a clinical database for the company.
- Work closely with the Information Systems Department on installation and support issues.
- Ensure that CRF log-in, database definition, entry, quality assurance, documentation, and storage meet regulatory requirements.
- Build and maintain a data dictionary for use in all clinical trials. Designing and implementing standard libraries.
- Coordinating the selection, installation, and maintenance of adverse event and drug thesauri.
- Ensuring CRO adherence to data dictionaries, thesauri, file structures, and variable naming and attribute conventions.
- Developing and implementing standard CRFs.
- Writing, implementing and/or specifying standard data queries and reports.
- Writing, implementing, and/or specifying quality assurance checks.
- Coordinating CRF development with other personnel.

Skills:

- Experienced in clinical database administration, including database design, validation, implementation, and documentation.
- Extensive knowledge of one or more relational databases. Knowledge of Datafax and remote data entry systems is desirable.
- Managerial experience.
- Proficiency in writing SQL queries for data validation and monitoring.
- Excellent written and verbal communication skills.
- Ability to work as part of a multi-disciplinary team.
- B.S. degree in healthcare, life science, or computer science preferred.

Email resume for immediate consideration, or for further information please contact:

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