



Data Management Associate

Work Type: Casual, Part time, Full time

Q-Pharm Pty Ltd is a private company providing contract research services for sponsoring companies conducting early phase clinical research programs. The company is located on the Royal Brisbane and Women's Hospital campus at Herston, Brisbane.

Role Purpose

Under the direction of the Data Manager, the Data Management Associate is responsible for document development, data entry, document collation and archiving procedures for clinical trials.

The key responsibilities include but are not limited to, working with the other members of the data management and clinical research teams to ensure that study specific source documents successfully capture all required information in accordance with approved protocols, and regulatory requirements.

Position Requirements

- A science degree is preferred but not essential (currently undertaking or completed)
- Experience with paper based or computer-based data capture systems.
- Review trial protocols, procedures manuals and then develop data collection documents and tools relevant to the trial.
- Knowledge of or the ability to gain knowledge of relevant ICH/GCP, NHMRC and TGA regulatory guidelines.
- Knowledge of or the ability to gain knowledge of confidentiality and privacy laws and guidelines relevant to clinical research.
- Understanding of the importance of data quality and accuracy in health research and clinical trials. Proficiency in use of Microsoft Office such as Word, Excel, and Outlook,
- Excellent interpersonal skills and the ability to work autonomously and openly in small teams.
- Strong focus on quality, attention to detail and commitment to achieving timelines.
- Ability to be flexible and adaptable to other ad hoc duties as directed

Quote reference DMA31122018 in subject line along with work type (i.e. Casual, Part time or Full time) when applying

Note: That although we appreciate all interest in this role, only shortlisted candidates will be contacted.

Email: M.Goodwin@qpharm.com.au

Applications close 31st December 2018