



Data Quality Manager

The European Cystic Fibrosis Society is recruiting a data quality manager (0,8 – 1 FTE) for the Patient Registry.

The European Cystic Fibrosis Society (ECFS) is an international community of scientific and clinical professionals committed to improving survival and quality of life for people with cystic fibrosis (CF) by promoting high quality research, education and care. As part of the ECFS, the Patient Registry collects data from people with CF in Europe, to deepen the knowledge of the disease, encourage new standards of care, provide data for epidemiological research and pharmacovigilance studies, and facilitate public health-planning. The Registry's database contains demographic and clinical data of over 48,000 patients from 35 countries in Europe and neighbouring countries (www.ecfs.eu/ecfspr).

The Registry's staff consists of a director, a coordinator, 2 statisticians, 2 people for service desk, and an administrative assistant.

The ECFS is recruiting a data quality manager for the Patient Registry, who will be the in-house data expert and will foster and ensure data quality across the Registry and the participating countries.

What will you do?

- Define and develop quality standards and procedures, in conjunction with operating staff;
- Review existing policies and make suggestions for changes and improvements;
- Ensure that standards and procedures are implemented and followed in the Registry and the participating countries;
- Engage with data processors and staff to secure good data management practice;
- Monitor performance, and present the results at the bi-annual international Registry meetings (January and June);
- Coordinate and execute the data quality programme, which includes visits to the centres in Europe to validate the data onsite (on a spot check basis);
- Ensure the Registry documentation is ready for auditing.

Qualifications

- You have a master's degree or equivalent;
- You have at least 3 years of work experience in a data management position(s) in healthcare and/or the pharmaceutical sector;
- You have good analytical skills and the ability to structure your work;
- You have experience in dealing with large volumes of data;
- You are fluent in English (written and spoken);
- You have good communications skills;
- You can work independently, and are also a team player;
- You have excellent computer skills (MS Office) and understanding of database design;
- You have GDPR knowledge;
- You are willing to travel abroad.

What is offered:

- A contract for one year, with the possibility of prolongation.
- Opportunity to work within a small, motivated team in an international environment.

How to apply:

For more information please contact ecfs-pr@uzleuven.be or +32 484 443 435.

Please send your motivation letter and curriculum vitae to ecfs-pr@uzleuven.be before 1 October 2020.