Position Summary

Clinical Reporting Analyst – Data Operations Studies

Purpose
Under the direction of the Data Operation Studies Manager, the Clinical Data Reporting Analyst is accountable for report development and maintenance efforts within the Data Operations Studies team while collaborating with cross functional teams. Make recommendations based on analysis and provide explanations for reporting results for both internal operations and external stakeholders.

Primary Functions
- Work directly with CIBMTR staff, leadership, and clients to develop, design, generate and enhance studies reports for end users, taking highly complex information and producing user-friendly reports for review by management and clients.
- Prepare studies technical reports, deliverables, and contractual documents. Assist in preparing data in support of study proposals, scope of work, and contracts.
- Ensures the product meets the needs of the internal and external stakeholders, including product features and functionality as defined by leadership to achieve strategic goals and objectives.
- Participate in development and UAT phases of all new reports and report enhancements.
- Obtains and maintains current business process knowledge of application users.
- Oversees maintenance of the studies product backlog.
- Attends multi-departmental meetings and communicates regularly to internal and external stakeholder groups.
- Maintains appropriate technical and study documentation to ensure the integrity and accuracy of all reports distributed.
- Extracts data from databases in support of business and study data management activities.
- Uses analytical problem-solving techniques to resolve issues and questions.
- Conduct risk assessment and offer options, when possible, to stakeholders.
- Act as the source of unbiased data-supported insights to the organization.
- Build innovative study data management and real-time analytic capabilities needed by the business.
- Translate critical business requirements into actionable tasks.
- Maintain and assist in data model documentation, data dictionary, and other MDM/Data Governance documentation.
- Ensures compliance with applicable regulatory requirements for data capture and storage, company SOPs and study specific procedures.
- Performs high-quality validation of new datasets and analysis of study data.
- Generates queries to member centers, resolve data issues, and ensure data quality checks are accurate to established business and clinical requirements.
- Other duties as assigned.
Knowledge – Skills – Abilities

Knowledge of quality assurance, technical, business, consultation, project management, and cultural awareness. Customer focus, building trust, communication, critical thinking, and influencing skills. Organization, time management, interpersonal, communication, and problem-solving skills.

Demonstrate strong computer skills including advanced Excel (formulas, Pivot Tables, Charting/Visualizations, Reporting and Dashboard building, and VBA), SQL, OBIEE, or SAS. Manage multiple deadlines and priorities while ensuring quality and timeliness.

Organizational Structure

Building: CLCC
Department: Medicine
Division: Center for Blood & Marrow Transplant Research (CIBMTR)
Reports to (Title): Data Operations Studies Manager
Direct Reports (Titles): NA
Collaborates with (Titles): CIBMTR MCW and MSP Data Operations staff, Biostatisticians, Business Operations, IT, and Scientific Directors

Specifications

Appropriate education and/or experience may be substituted on equivalent basis

Minimum Required Education: Bachelor’s Degree
Minimum Required Experience: 2 years’ experience in healthcare data management, analysis, reporting, or other BI related experience.
Preferred Education: Bachelor’s Degree in Computer Science, Bioinformatics, Economics, Statistics, Mathematics, Physics, Finance, or other quantitative disciplines
Preferred Experience: Business intelligence tool such as Lookr or Oracle Business Intelligence Enterprise Edition (OBIEE)
Field: Knowledge of blood and marrow transplant clinical research and medical field.
Certification: CITI training within 90 days of hire

Classification

Grade Name 14
Full-Time Equivalent 1.0
FLSA Status Exempt
FLSA Test
Workweek Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.
Job ID
Job Name Clinical Reporting Analyst
Position Category Research Services
Job Scope
Complexity – regularly applied judgment to accomplish tasks; develops policies and procedures
Impact – errors may cause moderate to serious damage; accuracy highly important
Autonomy – performs work independently with regular check-ins; supervision available as needed
Communication – occasionally resolves conflicts; adapts communication style to audiences
Responsibility – advises others
Confidentiality – regularly prepares and uses confidential information
Leadership – acts as a role model

Physical Requirements
Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

Risk Potential
Little or no exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

Sensory Acuity
Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

Work Environment
Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.

Performance Dimensions
Collegiality
Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

Excellence and Creativity
Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact institutional missions. Identify and implement new methods to increase efficiency and quality.

Education and Development
Displays an ongoing commitment to continuous learning and self-improvement in one’s area of responsibility. Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

Agility and Judgment
Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances. Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.

Stewardship and Institutional Citizenship
Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.
Disclaimers

Background Check
Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check Law, physical examination, and/or driving record check.

Equal Opportunity Employer
The Medical College of Wisconsin (MCW) is an Equal Opportunity Employer. We are committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual’s race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic, or military status. Employees, students, applicants or other members of the MCW community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

Diversity and Inclusion
The Medical College of Wisconsin (MCW) is committed to creating an inclusive and welcoming workplace that includes individuals with diverse backgrounds and experiences. We believe that embracing human differences is critical to realize our vision of a healthier world, and we recognize that a healthy and thriving community starts from within. We strive to integrate our human and social differences into MCW’s functioning, strategies and culture to create a diverse and equitable workplace. If you believe embracing individuality and working together makes us stronger, then MCW is the place for you. People of color, women, LGBTQIA+, veterans and persons with disabilities are encouraged to apply.

Confidentiality
Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches.

Completeness
This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.