Position Summary

Program Manager II/Senior Manager Data Development

Purpose
Work independently under the direction of the CIBMTR Data Operations Program Director to manage the areas of data definition and development, internal and external data operations training including meeting support and project coordination efforts.

Primary Functions

1. Manages the development, implementation and continual evaluation and revision of data elements collected by the CIBMTR.

2. Manages a bi-campus team with responsibilities focused on data related initiatives. Collaborates with data operations leadership to ensure ongoing revision and content updates to data capture systems.

3. Works collaboratively with the Scientific Directors and other Clinical staff to coordinate clinical and operational data requirements.

4. Manage project coordinators efforts associated with study/project specific requirements.

5. Oversees training efforts, internal and external, associated with collecting high quality data.

6. Resonds to clinical queries from Clinical Research Coordinators and the Audit Team.

7. In collaboration with CIBMTR Scientific Directors, reviews Data Collection Manuals for clinical content, accuracy and clarity.

8. Works collaboratively with the Senior Manager of Data Capture and the Senior Manager of Data Quality to ensure good communication between Data Operations teams.

9. Works collaboratively with CIBMTR functional teams to ensure good communication and efficiency throughout the organization.

10. Conducts progress reviews and provides reports and metrics regarding data development efforts.

11. Supervises a team of individuals involved in data development, training, meeting and project coordination efforts.

12. Works with a meeting team and oversees the agenda and implementation of the annual Data Management Meeting at the Transplant and Cellular Therapies meetings.
Advises and informs Senior Leadership regarding data development issues that impact the CIBMTR.

**Knowledge – Skills – Abilities**

Excellent oral and written communication skills are essential. Clinical experience in the area of Blood and Marrow Transplantation (BMT). Strong critical thinking, problem solving and attentiveness to detail required. Strong computer skills. Demonstrated project management and knowledge of regulatory and quality management principles.

**Organizational Structure**

Building: Clinical Cancer Center  
Department: Medicine  
Division: CIBMTR  
Reports to (Title): CIBMTR Data Operations Program Director  
Direct Reports (Titles): Program Staff  
Collaborates with (Titles): CIBMTR Milwaukee management and leadership, CIBMTR Minneapolis management and leadership

**Specifications**

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

Minimum Required Education: Bachelor’s degree  
Minimum Required Experience: 8 years in a position with increasing responsibilities.  
Preferred Education: Clinical sciences  
Preferred Experience: Experience with program management in a medical or educational environment preferred  
Field: Clinical Blood & Marrow Transplant (BMT) experience as an RN, NP or PA.  
Certification: CITI training required within 90 days of hire.

**Classification**

Grade Name 18  
Full-Time Equivalent 1.0  
FLSA Status Exempt  
FLSA Test Administrative  
Workweek Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.

Job ID 263  
Job Name Manager  
Position Category Professional Services
Job Scope

**Complexity** – requires sound judgment; leads difficult and involved planning of initiatives

**Impact** – errors may result in extensive damage; constant attention to accuracy required

**Autonomy** – individual responsible for completion of work; seeks supervision as appropriate

**Communication** – involved in frequent conflict resolution; communicates with senior leaders

**Responsibility** – influences others

**Confidentiality** – confidential information used frequently to make decisions

**Leadership** – prioritizes work of others or may provide supervision.

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 is an affirmative action / equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation.

**Diversity and Inclusion**
The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative accomplishments.

**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.