Position Summary

Program Manager I – Clinical Research Forms Revision

Purpose

Work independently, under the direction of the Data Operations Program Director, to ensure high-quality clinical data are available for regulatory submissions, safety monitoring, contracted deliverables, and publications. Oversee and manage content management, design, and execution processes. Provide direction and guidance to the Forms Revision team ensuring achievement of program goals.

Primary Functions

• Responsible for supervision of Data Operations Clinical Research Forms Revision including recruitment, hiring, orientation, training and development, and performance evaluation.
• Uses project management skills to ensure all projects move forward in a timely manner. Provides a data acquisition function through the management of all activities associated with data capture from the Center for International Blood & Marrow Transplant Research (CIBMTR) network.
• Maintain form revision timeline including tracking deadlines for program deliverables.
• Schedule people and material resources.
• Coordinate the development of forms revision materials including educational materials, website, forms, and reports.
• Oversee the collection, analysis, and dissemination of program data.
• Develop, implement, and maintain comprehensive databases and files related to forms revision.
• Organize internal and external meetings and special events.
• Ensure form revision data and progress are reported to program stakeholders.
• Ensure compliance with regulatory and institutional policies.

Other Duties

• Participate in the development of forms revision resources through literature searches and contact with outside programs and subject matter experts.
• Participate on appropriate committees relevant to the advancement of forms revision.

Knowledge – Skills – Abilities

Excellent oral and written communication skills are essential. Strong critical thinking, problem solving and attentiveness to detail required. Strong computer skills. Highly skilled with MS Office, especially Excel. Knowledge of technical, business, consultation, project management, and cultural awareness. Customer focus, building trust, and influencing skills.

Organizational Structure

Building: CLCC, 5th Floor
Department: Medicine
Division: Center for International Blood & Marrow Transplant Research (CIBMTR)
Reports to: Program Director, Data Operations
Direct Reports: Clinical Research Forms Specialists
Collaborates with: Senior CIBMTR leaders, Program Directors, Managers, IT, Data Operations, Scientific Directors.

Specifications
Appropriate education and/or experience may be substituted on equivalent basis
Minimum Required Education: Bachelor’s degree
Minimum Required Experience: Six or more years of experience in project management or equivalent team leadership experience in a cross-matrix organization that includes demonstrated experience identifying resources and developing project timelines
Preferred Education: Master’s Degree in the biologic sciences or nursing.
Preferred Experience: Relevant experience in data analysis, people management, data management, project management in a clinical research environment.
Field: BMT/Cell Therapy or oncology
Certification: CITI training within 90 days of hire.

Classification
Grade Name 16
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 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.

Effective Date: