

Job Title: Cardiovascular Outcomes Administrator

Description:

One of the top-ranked universities in the country, Northwestern University, combines innovative teaching and pioneering research in a highly collaborative environment that transcends traditional academic boundaries. Northwestern provides students, faculty and staff with exceptional opportunities for intellectual, personal, and professional growth.

Seeking a highly motivated, self-starter for the newly created position of Cardiovascular Outcomes Administrator (COA) for the Bluhm Cardiovascular Institute (BCVI) - Clinical Trials Unit at Northwestern University.

The COA will work with a multidisciplinary team of cardiologists, cardiovascular surgeons, and researchers to oversee the collection and maintenance of cardiovascular medical data. The person in this role will provide trends and reports for quality assurance, research, clinical decision support, program benchmarking, submission to national cardiovascular registries (STS/ACC), and clinical risk assessment.

The COA will directly supervise and train data coordinators and clerks and develop and implement clear job performance guidelines in the form of standard operating procedures. The person in this position is ultimately responsible for ensuring data accuracy and quality by routinely evaluating staff adherence to data definitions and establishing a routine audit schedule. The COA will directly oversee the systematic refinement of data collection by ongoing interactions with physicians, researchers, hospital administrators, and clinicians. The COA will develop, revise and maintain the cardiovascular data dictionaries and will determine efficient data extraction processes and work flow.

Requirements:

Minimum Qualifications:

- A bachelor's degree in public health, computer science, biomedical research or a related field or the equivalent combination of education, training and experience from which comparable skills can be acquired;
- Previous experience in a research environment is required;
- Three (3) years experience with database administration, preferably in an academic or hospital setting;
- Three (3) years supervisory experience;
- Knowledge of medical terminology, clinical diagnostic procedures, anatomy/physiology and nature of disease processes;
- Excellent project management skills.

Preferred Qualifications:

- Graduate degree preferred;
- Working knowledge of SQL and relational databases (e.g., Oracle-based systems);
- Experience in data collection, cleaning and reporting;
- Demonstrated skills in leadership, people management and project management;
- Data analysis skills and proactive problem solving skills;
- Ability to prioritize and multitask under deadline conditions;
- Ability to solve or suggest solutions for problems in a collaborative environment.