

Role Description

Job Title	IBD Registry Data Manager
Date Job Description Prepared	12 th February 2016
Reports to	BSG Chief Executive (through the IBD Registry Development Lead)
Other Regular Relationships	IBD Registry Project Administrator BSG Executive Secretary IBD Registry Executive Team Royal College of Physicians IBD Audit Team
Overall Purpose of the Job	<i>Responsible for maintaining and updating the IBD Registry IT infrastructure, supporting users of the Registry IT systems and producing standard reports on Registry data.</i>

Salary range and Contract term	£25-30,000 pa depending on experience. Annual leave of 25 days. Based at BSG Offices. Contract term up to 12 months initially
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JOB CONTEXT

The Inflammatory Bowel Disease Registry provides the first ever UK-wide repository of anonymised IBD adult and paediatric patient data for prospective audit and research purposes. Bringing this data together for the first time is intended to:

- Drive continuous improvement in patient care and access to care across the UK
- Inform commissioning and service design
- Improve our understanding of long term outcomes
- Provide local, regional & national data in order to better define the pattern of ulcerative colitis and Crohn's disease
- Support IBD research

The project is owned and managed by the British Society of Gastroenterology, but the Registry Board also has representatives from all the relevant professional and patient organisations. The Executive Team consists of the Chair, a Clinical Lead, Development Lead and Communications Lead. They all work on a freelance basis and externally. The Data Manager is a full-time post based at the BSG Offices working alongside a part-time Project Administrator and a full-time Project Manager (yet to be appointed). The Registry has been developed over a period of four years and began quarterly data collections in April 2015. The data collection is now poised to grow significantly in spring/summer 2016 with the national launch of the Registry data collection web tool.

MAIN DUTIES

The Data Manager is responsible for maintaining and updating the central database systems of the IBD Registry IT infrastructure (the Web Data Collection Tool, the IBD Registry Database and the master Registry Patient Management System), including user registrations, user helpline enquiries, standardised data imports from hospital Trusts, oversight of data uploads to the IBD Registry, production of standard reports from the IBD Registry database and liaising with the Registry's software and hardware IT suppliers. Training in InfoFlex and Sitefinity software and in Information Governance responsibilities and procedures will be provided and successful completion of the IG training is mandatory.

ROLES AND RESPONSIBILITIES

1. To undertake the day-to-day management of the Registry Web Tools and IBD Registry Database ensuring they are functioning correctly and liaising with the support companies as any problems arise.
2. To undertake routine system maintenance processes for the InfoFlex databases.
3. To ensure server backup processes and schedules are functioning correctly.
4. To develop an expertise equivalent to 'super user' level in the InfoFlex and Sitefinity software systems.
5. To conduct User Acceptance Testing on software upgrades to InfoFlex and Sitefinity.
6. To produce routine and 'ad hoc' data reports as required.
7. To understand the BSG and Registry Information Governance and Data Security policies and procedures and to ensure that all data processing activities comply with these.
8. To review the audit trail information on access to the Registry systems and monitor for any inappropriate activity or inactive usernames.
9. To support the processing of approved third party requests for data, ensuring appropriate information governance approvals and data controller sign-off, preparing data files for applicant and securely transmitting appropriate data files
10. To help support the development of a User Group for the Registry software and processes.
11. Any other duties as may be reasonably expected and are commensurate with the level of the post.

IBD Registry Web Tool:

12. To set up new hospitals on the Web Tool systems including site information and authorised users.
13. To make changes to site and user information as required, including monitoring the system for users who are no longer active and removing them where necessary.
14. To make changes to the database fields and code lists and to the Sitefinity browser interface design as required.
15. To update or create data reports and extracts from the Web Tools as required using the InfoFlex software tools, Excel and any additional statistical software the Registry may adopt.
16. To provide helpline support to hospital users in collaboration with the IBD Audit Team based at the Royal College of Physicians.
17. To collate feedback from users about any problems or suggestions for changes relating to the use of the Web Tools.

IBD Registry Patient Management System:

18. To maintain and update the master version of the Registry Patient Management system to ensure it remains aligned with the core Registry dataset and is improved in response to user feedback.

IBD Registry Database:

19. To make changes to the database fields and code lists as required to maintain alignment with the core registry dataset.
20. To import the quarterly data submissions from hospitals from the HSCIC portal or equivalent NHS systems in the devolved nations.
21. To provide standardised reports on the Registry data to the Registry Team and to individual IBD Teams in hospitals.
22. To support access to or secure transfer of the IBD Registry data for authorised users.

Other Registry Projects:

23. The Registry provides the data collection system for approved research and pharmacovigilance projects and the Data Manager will support these developments with data processing and reporting as required.

PERSON SPECIFICATION:

Essential:

Configuration of the InfoFlex system structures and reports will be required and experience of working with databases including creating and updating data structures and reports would be beneficial.

A good understanding of Microsoft Office Products - Windows, Word and Excel – and particularly the use of Excel for manipulating data, data analysis and presentation.

A sound understanding of Information Governance and Data Security issues.

A methodical approach to work planning and time management.

Good communication and team-working skills.

Good telephone manner to handle helpline support calls.

This document describes the main elements of the job. This a new role and this description is a guide to the expectations and main duties as we understand them currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment. This document is subject to review on an on-going basis.