Job Description

1. Job Details

Job title: Computer Officer
(Lead Application Programmer for Clinical Teams)

School/Support Department: School of Molecular & Clinical Medicine

Unit: Division of Clinical Neurosciences(Neurosciences Trial Unit)

Line manager(s): Principal Investigators of Trials

2. Job Purpose

Design, build and maintain large relational database management systems and suite of associated applications to facilitate and underpin the International randomised clinical trials undertaken by the division's neurosciences trial unit.

3. Main Responsibilities

1. Design and build desktop, web and telephony applications to capture and hold information related to patients on trials and also allow users at different levels to access that information in appropriate ways.

   Approx. % of time: 60%

2. Making sure data held is valid, complete and secure. Ensure that the data is archived, fully documented and in a state suitable for analysis by researchers and statisticians.

   Approx. % of time: 10%

3. Train users of the software and address concerns of clerks and managers involved in the running of trials as well as collaborators participating in the trials.

   Approx. % of time: 5%

4. Building web sites for the publicity and promotion of each trial

   Approx. % of time: 10%

5. Maintenance of all trial software

   Approx. % of time: 10%

6. Support other smaller study researchers by building and maintaining their databases

   Approx. % of time: 5%

4. Planning and Organising

Each trial’s protocol and associated questionnaires determine the design of each project. Development timetables, deadlines, and further requirements must be negotiated with the Principal Investigators as a group. Timetables for smaller local enhancements are agreed with the trial managers as a group. Priority of work across the trials must be agreed and balanced according to need.
5. Problem Solving
Must be able to apply experience and specific knowledge in dealing with software problems. Other issues such as those related to interpreting medical knowledge or statistical problems can be referred to others for decisions.

6. Decision Making
Overall direction and guidance is provided by working in collaboration with the investigators and the trial managers but decisions on how their targets should be met and implemented by the software is the responsibility of the post holder.

7. Key Contacts/Relationships
All groups involved with the trials (investigators, trial managers, clerical support staff, collaborators, steering and data monitoring committees) must have their requests dealt with appropriately. These requests could be for advice, information, problem solving or additional requirements.

8. Knowledge, Skills and Experience Needed for the Job
**Essential:** Good grounding in relational databases and design and implementation of Windows desktop applications and web applications. Knowledge of component use. Need strong interpretation skills. Need to be able to take responsibility for a complete project with the trial protocol the main specification source and be able to deliver it on time. Must cope with changes during the life of the trial.

**Desirable:** Visual FoxPro or other DBM tool, SQL Server, VBScript and ASP.

9. Dimensions
**For 4 International trials:**
Provide services to 300+ Centres worldwide
Write systems holding secure details on 25,000+ patients worldwide
Must provide a 24 hour service (using telephony and web) to enable collaborators around the world to put patients on the trials
Support 16 trial related local staff

10. Job Context and any other relevant information
Work alongside IT manager to evaluate and prototype innovative new technologies that would extend and enhance the services provided to trial support team. Provide guidance and support to new programmers joining the local IT group.