BIOSTATISTICIAN (EHRA)

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also band-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| **FUNCTIONS** | **TASKS** |
| Research | * Create analytic data files by using complex programming techniques to extract and aggregate raw data, contributing to study design and analytical decisions, conducting statistical analyses, documenting programming and results, and assisting in the preparation of reports, manuscripts, and grant proposals. * Develop analysis plans, prepare statistical computing requests, perform analysis or review program code, verify results, report results to co-authors, and participate in writing of manuscripts. |
| Data Management/ Analysis | * Provide data extraction, manipulation, management, and analysis support to outcomes and policy studies aimed at improving the safety and effectiveness of medications used by patients from various populations in a variety of healthcare settings. * Assist to develop and interpret statistical data gathered; develops analytic plans and reviews plans proposed by study researchers; create data specifications, analysis plans, analytic data sets, reports and tables figures for manuscripts. Act as the lead analyst and programmer on multiple observational studies, in collaboration with the PI or independently. * Collaborate on the selection of statistical analysis strategies, learns new methods in response to project demands, and participate constructively in resolving system-wide problems that affect statistics and data management. |
| Project Management | * Create and manage analytical data sets and reports to support ongoing research studies and grants; including timeline and budget management (overseeing subcontractors, tracking expenditures, allocations, purchases, etc.), facilitating meetings, and communication with project teams. * Monitor adherence to project timelines as well as the quality of study deliverables. |
| Scientific Contribution/ Presentation of Results | * Serve as lead author or co-author on study publications. * Prepare statistical data, graphical figures, and articles for presentation at professional conferences. |
| Administrative Duties | * Contribute to grant proposal and manuscript development, including literature reviews and statistical analysis. Prepare supporting materials for grant submission. * Monitor study budgets and attend budget meetings. * Oversee reporting requirements for the study, including periodic progress reports required by the project and contracts office and other communications for the study sponsor and advisory boards, as appropriate. * Project management activities include directing project teams consisting of statisticians, statistical programmers, data management programmers, clinical monitors; and project assistants; attending project meetings and proposal defense meetings; interfacing with sponsors; monitoring project budgets; and providing professional support and leadership to project team members. |
| Training | * Oversight, training, and support of the supervisor's graduate students, fellows, and trainees in extracting, manipulating, managing, and analyzing healthcare data. * Identify best practices across projects and develop training materials for staff on those practices. |
| Supervision | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests; etc. |
| Other Duties (5% max) | * Other duties as assigned by management to meet business needs |