Position Title: Biostatistician
Job Code: 821225
Department: Biostatistics & Biomedical Informatics
Status: Exempt
Reports To: Associate Director for Biostatistics
Supervisory Responsibility: None

Nature and Scope of Position:

We are seeking a biostatistician who will be part of the Biostatistics and Biomedical Informatics team and will collaborate with clients on epidemiological and clinical studies across a wide range of disease areas.

This candidate should possess good understanding of the lifecycle of clinical research as they will be responsible for design and execution of statistical analysis, power and sample size calculation, data cleaning, reporting and proposal development. Good command of oral and written communication in English is a must. The candidate should have strong ability to provide input on design, hypotheses, endpoints, randomization, power and sample size calculation and analysis in the development stages of proposals.

In addition, the position requires teaching and mentoring residents and fellows in research design and statistical analyses and attending regular journal club activities as a statistical consultant.

This candidate should be able to prioritize between multiple concurrent tasks and manage the workload to meet deadlines.

Principal Duties and Responsibilities:

1. Collaborate and provide consultation on the design, conduct, analysis, and interpretation for research projects. Ensure design meets protocol criteria and captures all data required to support a high quality database and planned analysis.
2. Prepare reports and perform analysis of research projects both for scientific papers and grant proposals.
3. Responsible for extracting, organizing, and managing data from electronic medical record databases.
4. Attend meetings of clinical investigators, Data and Safety Monitoring Committees, Journal Club, and other applicable meetings to provide statistical methodology.
5. Advise and contribute to organization and formulation of study questionnaires and data collection forms.
6. Responsible for preparing, developing, and updating databases to house new data collected from clinical studies. Providing database administration support including developing case report forms (CRFs). Responsible for developing data entry tools that allow for and encourage electronic data entry.
7. Responsible for implementing data quality control procedures, including advising and providing support for DSMB meetings as applicable.
8. Perform data audits, data manipulation tasks and proper data extractions from clinical and administrative databases.
9. Prepare abstracts and write methods/results sections of manuscripts.
10. Give lectures on study design and basis statistics, to include teaching seminars for residents/fellows.
11. Function with initiative and independence under the general direction of investigators and departmental management.
12. Consistently demonstrates support for compliance in the performance of job duties and responsibilities by a) developing and maintaining knowledge of, and performing job functions in compliance with, rules, regulations, policies, and statutes that affect his/her job; b) maintaining knowledge of and performing job functions in compliance with MedStar Health and MedStar Health Research Institute policies and procedures; and c) reporting compliance concerns in an appropriate and timely manner.
13. Perform other duties as assigned.

Minimum Qualifications:

Education: MS or MPH in biostatistics, statistics, epidemiology, or another relevant health discipline or equivalent.

Experience: Minimum of 2 years post-graduate experience as a statistician supporting multicenter clinical trials and/or epidemiological research. Sound knowledge of statistical computing software, e.g., SAS or R is required.

Complexity and Judgment: Work consists of complex and diversified duties as well as teaching/mentoring duties. Associate expected to seek and create opportunities to instruct/teach, and make appropriate decisions to meet the objectives of the Department. Must have the ability to understand and conceptualize technical information, demonstrating initiative, and communicating needs and requirements effectively, both verbally and in writing.

Communication Skills: Associate must represent the Department positively in person, by phone, and via written communication. Must be able to effectively communicate needs and requirements to colleagues, management, clinical staff and/or other clients, which may include external entities.

Other: Organizational, prioritization, and procedural skills are essential, with the ability to manage multiple priorities and duties with close attention to detail. Must be able to analyze and interpret data, perform mathematical calculations, develop and follow-up on plans, observe and record observations, meet deadlines, respond appropriately to queries, and work independently. General
technical and motor skills to include use of office equipment and tools, word processing, data entry, forms design, ability to quickly learn computer programs in use by the Department.

The duties reflected in this description do not preclude the assignment of other duties and responsibilities. They provide a general summary of the work required, and should not be treated as a total and complete list of expected duties to be performed by employees in the classification. Minimum qualifications, duties and responsibilities may be modified at the discretion of management.

Biostatistician

Approved By:

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Department Head  Date

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Manager/Supervisor  Date

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Human Resources  Date

Associate Acknowledgment of Receipt:

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Associate Signature  Date