

## Data Management Workshop

**Practical information:** Number of participants: Between 4 and 10

Duration: 1 day (09:00 – 17:00)

Price per person @ Valesta office: €750

### Course Overview

The role of the Data Manager is to ensure a correct representation in the clinical database of the investigator's observations and the actual treatment of the subjects. This one day workshop from Valesta Academy provides you with a comprehensive overview of the main tasks and responsibilities of a Data Manager during study set up, conduct and close out.

Not only will this course explain the tasks of a Data Manager, participants will also experience the responsibilities involved during practical exercises throughout the day. Good Clinical Practice certification is required to start this workshop, therefore this course can be combined with the "Introduction to Good Clinical Practice" course provided by Valesta Academy.

### By attending this course you will gain:

An understanding of the main responsibilities and tasks of a Data Manager, such as:

- Setting up a Case Report Form in alignment with the study protocol
- The migration/delivery of high quality data for specified protocols
- The skills to guarantee the integrity, consistency, accuracy and completeness of the data involved
- Writing project procedures and guidelines for effective data capture and review
- Ensuring the quality of project data by developing and applying comprehensive validation procedures prior to the migration of data
- Maintaining systems to track the data management process

### Course Content

During this interactive and practically oriented training, you will be practicing on several Data Management related tasks and responsibilities.

**Topics covered during the training are:**

- Protocol and case report form design
- How to define checks and listings
- Writing clear queries
- Serious Adverse Event reconciliation
- Protocol Deviation review
- Importance of creation of standards
- Database lock process and tasks

This one day Data Management workshop provides you with an introduction and overview of the fundamentals for a career as a Data Manager and equip you with the essential knowledge you will need.

**For more information or to reserve a seat on this training course please contact us today!**

**We are flexible! Should you require training to be carried out in-house, we would be happy to discuss your needs and come up with a suitable solution for you.**

**Call our office on +32 15 28 15 05!**