



## **JOB DESCRIPTION**

**POSITION TITLE:** Director of Research

**DEPARTMENTS:** Technology and Research

**STATUS:** Exempt

**REPORTS TO:** Technology Director  
Benjamin Domb, MD – Principal Investigator

### **POSITION SUMMARY:**

The Research Analyst is responsible for management of the research team, process, and infrastructure at Hinsdale Orthopedics. This includes the architecture of data and business intelligence solutions including scoping the development, utilization, and reporting of Hinsdale Orthopaedics' application software related to clinical outcomes tracking and research. Also integral to the position are research grant writing, clinical outcomes research study coordination, and management of staff to contact patients for clinical follow-up.

### **Core Competencies:**

-Bachelor's degree in Statistics, Computer Science, Epidemiology, or related field from an accredited college or university. A Master's degree preferred.

-3-4 years experience in medical research-related information technology.

-Sincere aspirations to contribute to the advancement of medical science and practice

-Proficiency in the statistical methods of medical research, including concepts such as statistical power and effect size

-Proficiency in written and spoken English, as well as graphical methods, for the effective communication of medical issues and technical analyses

-Experience in detailed project management, including the development of effective processes and rigorous protocols

-Experience with the IRB process

-General knowledge of the federal regulations, as well as the overall best practices, applicable to clinical research

-Basic knowledge of the design of relational databases and their manipulation with SQL

## **Hinsdale Orthopaedics - Job Description – Data Analyst Manager**

-Ability to share expertise as collaborator with senior colleagues, as a trainer of newcomers to the enterprise, and as a valuable ad hoc knowledge resource to the organization

-An understanding of the confidential and private nature of patient data, a track record of dependability and integrity.

### **Job Description:**

-Management of research studies to ensure that an orderly process is followed, including IRB approvals and follow-up renewals, ongoing documentation of activities, maintenance of data, and weekly meetings with the fellows, interns on each project team

-Proposal and Manuscript preparation and writing, including management of the process, coordination of participants, and shepherding of the document to completion on time. May have primary responsibility for writing sections related to core competencies

-Ongoing management of post-operative follow-ups of more than 80% of patients for periods of several years

-Provide advice and assistance on experimental design and reporting as needed, including appropriate statistical procedures

-Provide advice and assistance on the optimal use of local research resources, by gaining thorough mastery of available computer software and systems

-Participate in technology planning by applying core competencies to the analysis of life-cycles and potential improvements in business processes and technology infrastructure, as directed by MD and Technology Director.

-Provide liaison with vendors whose services relate to core competencies

-Assist in the resolution patient difficulties as they relate to HOASC technology and communications initiatives.

### **Contact Information:**

Send CV/Resume and cover letter to:

Kathy Banky, Director of H/R  
Hinsdale Orthopaedic Associates, S.C.

Fax No. 630-371-0712

E-mail: [Kathy.banky@hoasc.com](mailto:Kathy.banky@hoasc.com)

**Hinsdale Orthopaedics - Job Description – Data Analyst Manager**

[www.hinsdale-orthopaedics.com](http://www.hinsdale-orthopaedics.com)

[kathy.banky@hoasc.com](mailto:kathy.banky@hoasc.com)