

## Renal Association Job description

<b>Job Title:</b>	<b>Rare Disease Registry (RaDaR) Statistician</b>
<b>Duration:</b>	18 months fixed term contract (in the first instance)
<b>Department/section:</b>	Statistics Team
<b>Reports to:</b>	Head of Operations RaDaR Chair

### General information

Improving lives by supporting professionals in the delivery of kidney care and research, The Renal Association is the leading professional body for the UK renal community. We welcome members working in clinical renal care, treating and caring for people with kidney disease, and those working in research, or related sciences and fields.

The UK Renal Registry is the part of the Renal Association responsible for the collection, analysis, management and development of a high quality clinical renal database. We use data submitted from the 71 adult and 13 paediatric renal centres across the country to create the database. The information, in the form of data and reports, is a shared resource used to develop research into kidney disease to improve the quality of care for renal patients.

The **National Registry of Rare Kidney Diseases** (RaDaR) is a Renal Association initiative designed to pull together information from patients with certain rare kidney diseases. This will give a much better understanding of how these illnesses affect people. It will also speed up research.

### Job Purpose

To serve as statistical advisor to UKRR and RaDaR colleagues, to perform data management, cleaning and validation of RaDaR data sources, supporting the RaDaR data collection and linkages, preparation of data sets for use in statistical analyses, performing statistical analyses, taking a key role the preparation of reports and presenting the data.

### Responsible for

Criteria	Measure	Comments
Staff		None
Budget		N/A
Equipment		N/A
Statistical analysis	Accurate and relevant	Existing and new analyses
Statistical programs	Documented and accurate	Existing and new programs

## Key Working Relationships

Contact	Relationship to
Head of operations	Line manager Provides support and guidance to postholder
RaDaR Chair	Postholder reports to Provides direction and priorities to postholder
RA director of audit and informatics	Provides support and guidance to postholder Postholder reports progress
Chair of Rare Diseases Committee	Postholder reports progress
UKRR statistical team	Professional and peer support
Systems staff	Assistance with data queries

## Main Duties

1. Perform relevant statistical analyses required by RaDaR to support clinical audit and quality improvement.
2. Provide statistical and programming expertise to RaDaR and UKRR colleagues.
3. Use relevant statistical and analytical techniques to measure and report on efficiency improvements in renal centres and quality outcomes benchmarking across all English renal units.
4. Perform data management, data cleaning and validation of the RaDaR data sources, including the UKRR-HES linked dataset.
5. Support data linkages needed for the RaDaR statistical analyses and reporting.
6. Provide guidance on data integration and further enhancement of data sources related to RaDaR.
7. Presenting reports and data within and external to the RA, as required, supporting the quality improvement activity.
8. Support the systems team and data managers' development of data collection and processing activities.
9. Advise on improvements to the validation, coherency and quality of RaDaR data, contributing to the preparation of specifications required related to RaDaR data sources.
10. Develop and advise on the design of clinical audit projects related to RaDaR.
11. Ensure effective working and compliance with relevant legislation including the Data Protection Act 2018 thus ensuring that patient and centre confidentiality is preserved.
12. Undertake personal development to ensure skills and knowledge are maintained and developed and be aware of relevant developments in your field.
13. Undertake any RaDaR related work that's aligned with the aims and goals of the RaDaR team.

## Opportunities

14. Help design new RaDaR data analyses.
15. Implement new statistical techniques
16. Understand the legal framework behind and legislation around data collection and sharing – as well as how this will develop in the future – this is a skillset required by every renal unit.
17. Develop an understanding of legislation around data protection and Information Governance.
18. Hone your management and leadership skills on a project or within UKRR itself.
19. Develop teaching and training skills within UKRR and also externally on behalf of UKRR.

**The postholder is expected to undertake any other duties commensurate with the grade.**

## Person specification

Qualifications	Essential/Desirable
BSc in Statistics or Medical Statistics	E
Masters degree in Statistics or Medical Statistics	D

Experience/skills/knowledge	Essential/Desirable
Demonstrable medical statistics experience including data analysis, statistical programming and statistical modelling	E
Experience in large scale data management, handling clinical data and linked data sources	E
Skilled in gathering data from multiple sources and in multiple formats with knowledge of challenges posed by data quality	E
Demonstrable experience in cleansing, validating and enriching of data	E
Experience in working with linked HES data	E
Proven SAS skills	E
Intermediate level in the use of Microsoft Word, Excel and PowerPoint	E
Excellent planning and organisational skills	E
Proven time management skills	E
Able to demonstrate dependability and reliability	E
High level of interpersonal skills with proven ability to build relationships and communicate effectively with a wide range of stakeholders at all levels	E
Able to articulate complex information and explain technical data to a non-technical audience	E
Excellent written and verbal communication skills	E
Evidence of excellent team working approach and collaborative working	E
Able to demonstrate initiative	E
Excellent analytical and problem-solving skills	E
Presentation skills	E
Report writing	E
Experience of handling biological data	E
Proven Stata skills	D
Advanced Microsoft Word, Excel and PowerPoint	D
Experience with VBA	D
Experience of teaching or training others	D
Knowledge of renal terminology	D
Demonstrable personal development	D

## **Other Relevant Information**

### **Travel requirements**

Some UK travel may be required together with overnight stays.

### **Equality & Diversity Aims**

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

### **Risk Management**

Staff at all levels have a responsibility for ensuring that risks are managed, as an employee you will be expected to maintain a high level of awareness and assist in the process of reporting incidents, assessing risks and reporting unsafe occurrences and to co-operate with any investigations undertaken.

### **Health and Safety**

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. As an employee you are required to report all accidents to the General Manager.

### **Information Security and Confidentiality**

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to patients or staff. All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 2018 unless explicit written consent has been given by the person identified, or where information sharing protocols allow it.

### **General Information**

This job description is not intended to be an exhaustive list of duties, but it aims to highlight the typical main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder.

Approved by:

Date:

Accepted by:

Date: