



Medical Terminology Manager

JOB DETAILS

Job Title:	Medical Terminology Manager (Part-time 0.6 FTE, 12-months, with possibility of extension)
Reports to (title):	Head of IT Services
Date:	July 2018

PURPOSE OF THE JOB

As part of the Cochrane Linked Data team you will have a lead role in developing and maintaining the Cochrane Vocabulary, which includes managing and implementing policies regarding purpose, scope, requirements, concept models, hierarchies and terms for the Cochrane Vocabulary.

You will manage and deliver the quality validation process used in the maintenance of the Cochrane PICO Vocabulary and Ontology.

You will quality check the PICO (Population, Intervention, Comparator, Outcome) meta-data for biomedical research information, coded using controlled vocabularies and terminology sets, including SNOMED CT, RxNorm, MedDRA and WHO ATC. Research information includes systematic reviews, clinical trial reports and randomised control trials.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Manage the ongoing development and maintenance of the Cochrane Vocabulary, this includes:

- Managing and delivering the Cochrane PICO Vocabulary validation process, including managing SLAs with 3rd parties
- Create and maintain validity of data mappings and ontology groupings across multiple standard terminologies.
- Manage and implement the creation, linking and merging of Cochrane concepts
- Manage and maintain the process for sharing vocabulary updates with 3rd parties, and across Cochrane's internal Linked Data systems
- Developing and maintaining guidance documents related the use of the Cochrane vocabulary

- Review and analyse concepts in the Cochrane vocabulary that may need attention including identifying and correcting 'orphan' terms missing a parent or child in our vocab hierarchy

Quality check PICO meta-data

- Review coding files to verify the correct medical terminologies are being utilized.
- Respond to queries from the Quality Control teams checking Cochrane and 3rd party PICO annotations, where biomedical domain knowledge is required.
- Liaise with Cochrane Review Groups to manage choice of terms and develop procedures that relate to domain-specific areas.
- Trouble-shoot and respond to queries from 3rd party customers and users
- Share data cleansing results with internal and external partners and customers.

Product development

- Advise on end-user features for PICO annotations including the development of new search, browse, data visualisation and the functionality of other applications.

PERSON SPECIFICATION

Essential:

- Significant theoretical and practical experience in information science, medical informatics, or closely-related discipline
- Minimum 3 years experience with the practical application of clinical coding systems (SNOMED CT, RxNorm, MedDRA, WHO ATC) to a diverse range of content
- Experience with evidence-based medicine, systematic reviews, trial design, and methodologies
- Demonstrated experience with taxonomies, thesauri, ontologies, and other hierarchical schema
- Experience with the maintenance and governance of metadata and the processes around curation, versioning, and management of controlled terminology sets
- Broad topic experience across all health domains
- Experience or knowledge of techniques of information retrieval and understanding of users' needs - search, browse, faceted browse, user interfaces, and federated querying.
- Strong communication skills (both written and verbal), good collaboration skills, and the ability to work effectively across teams and organizations in a global (mostly virtual) work environment.
- Results-oriented and the ability to deliver on a schedule
- Strong analytical and judgment skills including ability to make decisions and manage risk.
- Attention to detail

Preferred:

- Knowledge of Cochrane and its mission and content
- Knowledge of linked data technologies (RDF, OWL)
- Experience with text mining and machine learning technologies
- Experience of process innovation

KEY INTERFACES

Internal: Central Executive including IT Services, Editorial Unit, Innovations, and key stakeholder Groups within Cochrane, such as Trials Search Coordinators.

External: Interaction with consultants, and those licensing the Cochrane Vocabulary in a commercial or academic setting.

DIMENSIONS

Budgetary responsibility: None.

Number of direct and indirect reports: None