A Week in the Life:

Clinical Data Manager

WEP
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From database cleaning and documentation development to cross-functional alignment and real-world data collection support, read how one of our Clinical Data Managers helps keep both Clinical Trial and Expanded Access Program data organized, review-ready, and moving forward.

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Clinical Data Manager

Monday: Planning, Emails, and Database Work

Mondays usually begin with a thorough review of emails. Sponsors often work over the weekend, so there is normally a lot to catch up on first thing. Mondays are especially important for my French Sponsors and sites, as they are typically finishing their workday just as mine is getting fully underway.

A large part of Monday is spent either cleaning databases for studies already in production or developing Data Management documentation, depending on where each program is in its lifecycle. That can include eCRF specifications, DVSs, DMPs, SAE reconciliation plans, coding specifications, UAT logs, conducting UAT, managing site user access, and ongoing site correspondence.

At WEP, that work does not stop at traditional clinical trials. Some of the programs I support involve real-world data collection within Expanded Access Programs (EAPs), which brings an additional layer of planning and precision.

Even if a Sponsor is still deciding how that data from their EAP will be used, we approach collection with the same rigor we would bring to a clinical trial: clear structure, strong documentation, and a focus on data quality from the outset.

Tuesday: Follow-Ups and Internal Meetings

Tuesdays are often shaped by the follow-up from Monday. Once responses start coming in, I shift into addressing questions, clarifying next steps, and making progress on anything that carried over from the start of the week.

This is usually a very task-driven day, and any remaining documentation or database work from Monday often rolls into Tuesday. For me, it is important to keep momentum, make sure documentation stays current, and continue the database and study support work that keeps programs running smoothly behind the scenes.

I also have a number of internal team meetings on Tuesdays, which help keep everyone aligned across studies. I work in very close collaboration with the WEP PMs assigned to the projects I support, and we meet at least once a week on a Teams call to discuss deliverables and action items.

I also connect regularly with our CRAS and the WEP Monitoring team to review how they are performing Source Data Verification (SDV), how sites are responding, and making sure that queries are accurate and synonymous throughout the database.

For the global EAP I am working on, I also meet regularly with the WEP Regulatory team. National and regional regulations around Real World Data (RWD) collection in EAPs vary in each country. This means one data collection program can have a multi-layered approach, depending on which countries are in scope and what standards we must adhere to. So, regular communication with our regulatory experts is critical to make sure our programs remain compliant.

Wednesday: WEP Wednesday

Wednesdays are consistently my most meeting-heavy day, which I often refer to as “WEP Wednesday.” From around 9:00am through to 5:00pm, I am often in back-to-back meetings. These can include internal French team meetings, Sponsor meetings scheduled early because of time zones, cross-functional discussions, and my weekly one-on-one with my manager. While busy, Wednesdays are often the most productive in terms of alignment and decision-making.

A lot of the role comes down to communication and coordination. Data Management is not just about what is in the database. It is also about making sure Sponsors, programmers, project managers, regulatory and other key internal teams are all aligned working from the same understanding, towards the same goals.

That is especially true when supporting RWD collection in Expanded Access Programs. We must always think carefully about which data points are most relevant, how they are being captured, and whether the overall approach will support meaningful analysis later on. That matters because, even when a Sponsor is unsure whether they will ultimately submit the data they collect, the strongest programs are designed with regulatory-grade evidence generation in mind from the outset. This space is nuanced, and it requires teams who understand both the realities of access programs and the level of rigor needed for high-quality evidence generation.

Thursday: Follow-Ups, Deliverables, and Organization

Thursdays are usually focused on executing the action items that came out of meetings. That might mean following up on deliverables, attending Sponsor or PM team meetings, or making sure documentation is finalized and filed correctly.

Thursday is also one of my main organization days. I spend time updating Data Management SharePoint folders, maintaining version control, and keeping internal logs and trackers current. I also connect with programmers and the Clinical Data Coordinators or Assistant DMs assigned to my programs to make sure everyone has what they need and nothing gets missed.

We also have our department-wide Data Management call every Thursday, which allows us to connect altogether as a team. We provide concise updates on what we have going on, share any best practices or tips we have learned through the day-to-day operation of our programs or through discussions with other WEP teams, ask questions of our senior Data Management leaders, and offer ongoing support and insight for our newest team members.

Friday: Site Support and Weekly Wrap-Up

Fridays are usually the most flexible day of the week. A lot of site communication happens then, as sites often complete data entry before the weekend. That can include site calls, reminders, and addressing outstanding questions before everyone signs off for the week.

I typically end the week by reviewing overall database status, checking data cleanliness, and preparing for what is coming next. It is a chance to make sure open items are visible, priorities are clear, and the following week starts strong.

It is also a moment to step back and remember the broader value of the work. Clean, well-structured data supports far more than day-to-day study operations. In some cases, it may contribute to a wider evidence strategy that sits alongside a pivotal trial and helps Sponsors better understand how their product performs in real-world use. That is one of the reasons I enjoy this role so much: the work is detailed and process-driven, but it also connects to bigger scientific and regulatory decisions.

Overall, the Clinical Data Manager role is dynamic, fast-paced, and constantly evolving. It requires strong organization, cross-functional collaboration, and close attention to regulatory and documentation detail, but it is also very engaging and mentally stimulating. What I enjoy most is that the work is never static. Every week brings a different mix of databases, documentation, meetings, and problem-solving, all in support of keeping studies accurate, organized, and moving forward, whether that is in a traditional clinical trial or in an Expanded Access Program designed to generate high-quality real-world insight.

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