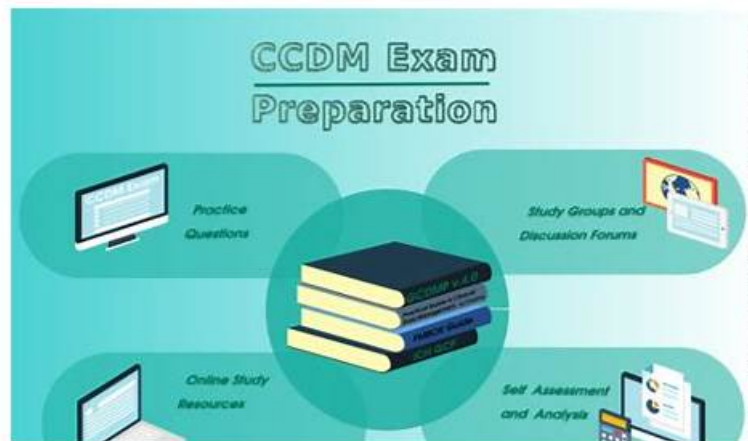


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### SCDM CCDM Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>Testing Tasks: This section measures the skills of Data Managers and involves creating test plans, generating test data, executing validation and user acceptance testing, and documenting results to ensure systems and processes perform reliably and according to specifications.</li></ul>
Topic 2	<ul style="list-style-type: none"><li>Design Tasks: This section of the CCDM exam measures skills of Data Managers and covers how to design and document data collection instruments, develop workflows and data flows, specify data elements, CRF forms, edit checks, reports, database structure, and define standards and procedures for traceability and auditability.</li></ul>
Topic 3	<ul style="list-style-type: none"><li>Coordination and Project Management Tasks: This domain evaluates the skills of a Clinical Systems Analyst in coordinating data management workload, vendor selection, scheduling, cross-team communication, project timeline management, risk handling, metric tracking, and preparing for audits.</li></ul>

Topic 4	<ul style="list-style-type: none"> <li>Review Tasks: This section measures the skills of Data Managers and involves reviewing protocols, CRFs, data tables, listings, figures, and clinical study reports (CSRs) for consistency, accuracy, and alignment with data handling definitions and regulatory requirements.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>Data Processing Tasks: This section measures skills of Clinical Systems Analysts and focuses on handling, transforming, integrating, reconciling, coding, querying, updating, and archiving study data while maintaining quality, consistency, and proper privileges over the data lifecycle.</li> </ul>

## SCDM Certified Clinical Data Manager Sample Questions (Q138-Q143):

### NEW QUESTION # 138

What are the key deliverables for User Acceptance Testing?

- A. Training
- B. Project Plan
- C. eCRF Completion Guidelines
- D. Test Plan/Script/Results

**Answer: D**

Explanation:

The key deliverables for User Acceptance Testing (UAT) are the Test Plan, Test Scripts, and Test Results.

According to the GCDMP (Chapter: Database Design and Validation), UAT is the final validation step before a clinical database is released for production. It confirms that the system performs according to user requirements and protocol specifications.

The deliverables include:

UAT Test Plan: Defines testing objectives, scope, acceptance criteria, and responsibilities.

UAT Test Scripts: Provide step-by-step instructions for testing database functionality, edit checks, and workflows.

UAT Test Results: Document actual test outcomes versus expected outcomes, including any deviations and their resolutions.

These deliverables form part of the system validation documentation required under FDA 21 CFR Part 11 and ICH E6 (R2) to demonstrate that the database has been properly validated.

Project Plans (option A) and Training (option B) occur in earlier phases, while eCRF Completion Guidelines (option D) support site data entry, not system validation.

Reference (CCDM-Verified Sources):

SCDM Good Clinical Data Management Practices (GCDMP), Chapter: Database Design and Validation, Section 5.3 - User Acceptance Testing Deliverables FDA 21 CFR Part 11 - Validation Documentation Requirements ICH E6 (R2) Good Clinical Practice, Section 5.5.3 - System Validation Records

### NEW QUESTION # 139

A group of researchers is planning an investigator-initiated study. Assuming that SOPs are not available, which is the best approach for documentation of data management in the planned study?

- A. Data management SOPs must be developed prior to initiation of study
- B. Data management related activities should be briefly described in the study protocol
- C. A Data Management Plan (DMP) template should be developed and a study DMP should be created
- D. Data handling should be documented in a data management plan

**Answer: C**

Explanation:

In the context of an investigator-initiated trial (IIT) where Standard Operating Procedures (SOPs) are not available, the most appropriate and compliant approach is to develop a Data Management Plan (DMP) template and then create a study-specific DMP based on that template (Option C).

According to the Good Clinical Data Management Practices (GCDMP, Chapter on Data Management Planning and Study Start-up), the DMP is the central document that defines all processes, responsibilities, systems, and quality controls related to data collection, processing, validation, and database management throughout the clinical study. The DMP serves as a formal framework for ensuring data integrity, traceability, and regulatory compliance, especially in the absence of established institutional SOPs. While SOPs provide organizational-level standards, the DMP provides study-specific operational detail. In an investigator-initiated

setting, researchers often lack institutional data management infrastructure, so the DMP must substitute for SOP guidance by detailing:

Data entry and validation procedures

Query management and resolution processes

CRF design and data flow specifications

Database design, backup, and security

Responsibilities of study personnel (investigator, data manager, statistician) Quality control and audit trail practices Option A ("Data handling should be documented in a DMP") is correct in principle but incomplete-without a DMP template, there is no standardized format or consistency across studies.

Option B (developing full SOPs) is not practical for a single IIT; SOPs are organizational-level documents requiring longer development and approval cycles.

Option D (briefly describing data management in the protocol) is insufficient, as the protocol should reference data management activities but not serve as the operational manual for them.

Therefore, Option C provides the most comprehensive, regulatory-compliant, and practical solution-ensuring structured documentation of all data management activities while maintaining flexibility for investigator-led research.

Reference (CCDM-Verified Sources):

Society for Clinical Data Management (SCDM), Good Clinical Data Management Practices (GCDMP), Chapter: Data Management Planning and Study Start-up, Section 5.2 - Data Management Plan (DMP) Development and Maintenance ICH E6 (R2) Good Clinical Practice, Section 5.1 - Quality Management and Documentation Requirements FDA Guidance for Industry: Computerized Systems Used in Clinical Investigations, Section 4 - Data Management and Documentation Practices SCDM GCDMP, Chapter: Project Management in Data Management - Study-Specific Documentation and Planning in Investigator-Initiated Trials

#### NEW QUESTION # 140

Which type of edit check would be implemented to check the correctness of data present in a text box?

- A. Back-end check
- **B. Front-end check**
- C. Manual Check
- D. Programmed check

**Answer: B**

Explanation:

A front-end check is a type of real-time validation performed at the point of data entry-typically within an Electronic Data Capture (EDC) system or data entry interface-designed to ensure that the data entered in a text box (or any input field) is valid, logically correct, and within expected parameters before the user can proceed or save the record.

According to the Good Clinical Data Management Practices (GCDMP, Chapter on Data Validation and Cleaning), edit checks are essential components of data validation that ensure data accuracy, consistency, and completeness. Front-end checks are implemented within the data collection interface and are triggered immediately when data are entered. They prevent invalid entries (such as letters in numeric fields, out-of-range values, or improper date formats) from being accepted by the system.

Examples of front-end checks include:

Ensuring a numeric field accepts only numbers (e.g., weight cannot include text characters).

Validating that a date is within an allowable range (e.g., not before the subject's date of birth).

Requiring mandatory fields to be completed before moving forward.

This differs from back-end checks or programmed checks, which are typically run later in batch processes to identify data inconsistencies after entry. Manual checks are human-performed reviews, often for context or data that cannot be validated automatically (e.g., narrative assessments).

Front-end edit checks are preferred wherever possible because they prevent errors at the source, reducing the number of downstream data queries and cleaning cycles. They contribute significantly to data quality assurance, regulatory compliance, and efficiency in data management operations.

Reference (CCDM-Verified Sources):

Society for Clinical Data Management (SCDM), Good Clinical Data Management Practices (GCDMP), Chapter: Data Validation and Cleaning, Section 6.2 - Edit Checks and Real-Time Data Validation FDA Guidance for Industry: Computerized Systems Used in Clinical Investigations, Section 6 - Data Entry and Verification Controls ICH E6 (R2) Good Clinical Practice, Section 5.5 - Data Handling and Record Integrity CDISC Operational Data Model (ODM) Specification - Edit Check Implementation Standards

#### NEW QUESTION # 141

Who has primary responsibility for ensuring accurate completion of the CRF?

- A. Clinical Research Associate
- **B. Investigator**
- C. Clinical Data Manager
- D. Site Coordinator

**Answer: B**

Explanation:

The Investigator holds the primary responsibility for ensuring the accuracy, completeness, and timeliness of Case Report Form (CRF) entries. This responsibility is mandated by regulatory requirements under ICH E6(R2) Good Clinical Practice (GCP).

The investigator may delegate CRF completion to a qualified designee (e.g., site coordinator), but the ultimate accountability remains with the investigator. The investigator's signature (electronic or manual) on the CRF serves as certification that the data accurately reflect the source documents and the patient's participation.

The GCDMP (Chapter: CRF Design and Data Collection) reinforces this by stating that while data managers ensure design quality and CRAs verify consistency with source data, the investigator is legally responsible for CRF accuracy.

Thus, option D (Investigator) is correct, as it aligns with both GCP and CCDM standards.

Reference (CCDM-Verified Sources):

ICH E6(R2) GCP, Section 4.9 - Records and Reports (Investigator Responsibilities) SCDM GCDMP, Chapter: CRF Design and Data Collection, Section 5.1 - Investigator's Role in Data Accuracy FDA 21 CFR Part 312.62 - Investigator Recordkeeping and Record Retention

#### **NEW QUESTION # 142**

To ensure data quality and efficient integration of data, which of the following best describes the main topic that should be covered in initial discussions with a vendor providing the external data?

- A. Criteria to trigger audits based on performance-monitoring reports
- B. Metrics that will be used to measure data quality
- **C. Acceptable record, field, and file formats**
- D. Standard dictionary versioning and maintenance

**Answer: C**

Explanation:

In initial vendor discussions for external data integration (e.g., central lab, ECG, imaging vendors), the most critical and foundational topic is defining the acceptable record, field, and file formats.

According to the GCDMP (Chapter: External Data Transfers and Integration), establishing the Data Transfer Specifications (DTS) early in the process ensures consistent structure, proper mapping, and compatibility between the vendor's system and the sponsor's database. These specifications define:

Data structure (variable names, formats, delimiters)

File naming conventions

Frequency of transfers

Methods of secure data transmission

Discussing formats first allows later alignment on data validation, quality metrics, and dictionary standards (which occur in subsequent stages). Without format agreement, all downstream processes risk misalignment, resulting in data incompatibility and rework.

Thus, option C (Acceptable record, field, and file formats) correctly represents the foundational focus of initial vendor discussions for ensuring data quality and integration efficiency.

Reference (CCDM-Verified Sources):

SCDM GCDMP, Chapter: External Data Transfers and Integration, Section 4.1 - Data Transfer Planning and Specification Development ICH E6(R2) GCP, Section 5.5.3 - Data Handling and System Validation FDA Guidance: Computerized Systems Used in Clinical Investigations, Section 6.3 - Data Import and Format Control

#### **NEW QUESTION # 143**

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