

### Position Description

**Title:** CRA Manager  
**Location:** Edmonton, Canada  
**Supervisor:** Associate Director Worldwide Monitoring Resources

#### Position overview

The CRA Manager is the key person for the coordination of the Monitors Clinical Research Associates (CRAs) based in Canada and United States. He or she will assist the Associate Director of Monitoring Resources in the coordination of all study-related monitoring activities. The CRA Manager will be responsible for the administrative, logistical and budgetary aspects of the monitoring resources in Canada and the United States.

The CRA Manager interacts with CRAs, CRA Coordinators, the CRA Manager for Rest of the World, the Associate Director and the Director of Monitoring Resources, Study Managers, Global Project Directors, cooperative groups, CROs and sponsors (when applicable).

#### Key responsibilities

- Identify needs of manpower according to the clinical programs
- Coordinate recruitment and professional development of CRAs
- Assist in the development of training tools
- Train CRAs and Cooperative Groups for study specific issues, SOPs and GPCs
- Co-Monitor visits with the CRAs
- Ensure implementation and compliance to FDA, IDH-GCP guidelines by the CRAs
- Manage budgets and accounts
- Follow-up on CRAs activity reports and priority set-up
- Participate in training and management material, Monitoring Tools, Sites quality assessment plan, Tracking System developments
- Participate in CRA performance evaluations

#### Education

Scientific background. (Nurse, Scientist, Pharmacist, PhD.)



## Clinical Operations

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### **Experience**

At least 4 years of experience in monitoring and coordination of clinical projects, particularly phase II and Phase III. Knowledge in oncology and experience in oncology trials would be a major asset.

### **Skills**

The qualified candidate will have demonstrated outstanding team spirit, organization and planning skills. Our worldwide cooperative group provides a multi-cultural environment, in a rapidly growing and evolving academic group. Success is therefore based on excellent communication skills, proactive problem identification and solving, autonomy, and good computer skills (Windows Office).

### **Language**

- Fluent English
- Fluency in French would be an asset

### **Relationships**

This position reports to: Associate Director Worldwide Monitoring Resources

This position supervises: CRAs & NA CRA Coordinators