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## POSITION DESCRIPTION

**Title:** CRA Manager, North America (NA)  
**Location:** Edmonton office or home-based in North America  
**Supervisor:** Associate Director, Monitoring Resources

### Position overview

The Worldwide CRA Manager manages MR NA Coordinators and the NA Clinical Research Associates (CRAs) (line management). He or she will assist the 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 for the ROW.

The CRA Manager interacts with the CRA Manager for Rest of the World, the upper management Monitoring Resources department, the Project Management team and sponsors (when applicable).

### Key responsibilities

- Identify needs of manpower according to the clinical programs,
- Coordinate recruitment and professional development of CRAs,
- Participate in the development of training tools,
- Coordinate CRA trainings (for study specific issues, SOPs and GPCs),
- Co-Monitor visits with the CRAs (as applicable),
- Ensure implementation and compliance to FDA, IDH-GCP guidelines by the CRAs
- Perform NA CRAs' performance evaluation.

### Education

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

## Experience

At least 2 years of experience in monitoring, 2 years in the coordination of clinical projects, particularly phase II and Phase III with some line –management. Knowledge and experience in oncology trials are necessary.

## 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).

## This position supervises:

- MR NA Coordinators
- MR NA CRAs

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Employee name and signature

Date \_\_\_\_\_ :

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Supervisor name and signature

Date \_\_\_\_\_ :