

POSITION DESCRIPTION

Title: Monitoring Resources Coordinator, North America
Location: Edmonton office or home-based in Canada or US
Supervisor: CRA Manager, North America

Position overview

The North American Monitoring Resources Coordinator is the key person for the creation, update of Management tools of the Clinical Research Associates (CRAs) based in the US and Canada. He or she will assist the CRA Manager, North America in the coordination of all study-related monitoring activities. The Monitoring Resources Coordinator will be responsible for the administrative and logistical aspects of the monitoring resources in US and Canada.

The Monitoring Resources Coordinator interacts with the CRAs, the CRA Manager North America, the CRA Manager for Rest of the World, the Associate Director and the Director of Monitoring Resources, Study Managers, Global Project Managers and sponsors (when applicable).

Key responsibilities

- Perform and revise site- assignment to the North American CRAs according to the clinical program and monitors workload
- Follow –up on North American CRAs activities through tools such as Monitoring calendar, project accrual tables
- Review project CRF, CRF completion guidelines whenever necessary
- Create Monitoring tools as necessary
- Assist in the development of training tools
- Perform CRA Training for study specific issues, SOPs and GCPs as necessary
- Perform Co-monitoring visits with the CRAs if necessary
- Participate in CIRG SOPs working group as necessary

Education

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

Experience

At least 3 years of experience in monitoring 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 a strong team spirit, excellent organization and planning skills and good computer skills (Windows Office).