

POSITION DESCRIPTION

Title: Clinical Research Associate
Location: Home based US / Canada / Europe
Supervisor: Worldwide Monitoring Resources Manager

Position overview

The Clinical Research Associate is responsible for monitoring assigned clinical trials performed under the auspice of CIRG.

The Clinical Research Associate interacts with all the different CIRG Departments, (Monitoring Resources, Project Management, Quality Assurance and, Data Management departments).

Key responsibilities

- Conducting site visits (initiation, monitoring, termination)
- Ensuring adherence to FDA and ICH-GCP regulations
- Ensuring adherence to local regulations
- Ensuring the completion and collection of regulatory documents
- Instructing the site staff in their roles and responsibilities in conducting clinical trials
- Evaluating and reporting site performance and protocol compliance
- Performing data verification of source documents
- Performing CRFs collection
- Performing product accountability and supply tracking
- Ensuring completion and collection of SAEs
- Assisting with data validation and resolution of queries
- Ensuring compliance with CIRG SOPs

Education

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

Experience

At least 2 years of experience in the field as a CRA or strong experience in oncology as Research Nurse
Knowledge in oncology and experience in oncology trials would be a major asset.

Skills

Rigorous, organized, autonomous, and self-motivated. Good interpersonal communication skills, sense of prioritization, willing to travel. Able to work in a multi-cultural environment, Good computer knowledge (Word, Excel, Power Point).

Language

- Fluent English and local language

Relationships

This position reports to the Worldwide Monitoring Resources Senior Manager

Signed:

Date

Supervisor:

Signed:

Date