

POSITION DESCRIPTION

- Title:** Monitoring Resources Training Coordinator
- Location:** Edmonton office or home-based in North America
- Supervisor:** Associate Director, Monitoring Resources

Position overview

The Training Coordinator is the key person in charge of the Clinical Research Associates' (CRAs) training (CIRG employees and sub-contracted/external) Worldwide. The Training Coordinator interacts with the CRAs, the Monitoring Resources Coordinators, the CRA Managers, the Associate Director of Monitoring Resources, the Director of Monitoring Resources, Study Managers, Global Project Coordinators of Project Management, Data Management, Safety, Quality Assurance, Regulatory Affairs and sponsors (when applicable).

Key responsibilities

- Develop, improve and update CRAs' training materials
- Ensure that all CRAs (internal or external) have received adequate training (study specific and CIRG and/or sponsor SOPs) before they start working on CIRG studies
- Coordinate (internal or external) CRAs' training
- Conduct CRAs' training internationally or Web based when applicable.
- Develop training records/SOP acknowledgement of reading and ensure they are appropriately collected, tracked and filed by the Monitoring Resources Executive Assistant
- Perform some of the CIRG CRA training on-site
- 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 and experience in oncology trials would be a major asset as well as training experience.

Skills

The qualified candidate will have a strong team spirit, excellent interpersonal, organization, presentation, and planning skills, willing to travel and good computer skills (Windows Office). Ability to work in a multi-cultural environment.