

## POSITION DESCRIPTION

**Title:** Monitoring Resources Coordinator, Rest Of the World (ROW)  
**Location:** home-based in Hungary, Germany, Ireland, Belgium, or Italy  
**Supervisor:** CRA Manager, Rest of the World

### Position overview

The ROW Monitoring Resources Coordinator (outside USA and Canada) is the key person for the creation, update of Management tools of the Clinical Research Associates (CRAs) based in ROW. He or she will assist the CRA Manager Rest of the World 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 ROW.

The Monitoring Resources Coordinator interacts with the CRAs, the CRA Manager North America, the CRA Manager for Rest of the World, other Monitoring Resources Coordinators, 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 ROW CRAs according to the clinical program and monitors workload
- Follow –up on ROW 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).

Willing to travel