

POSITION DESCRIPTION

POSITION TITLE: Regional Clinical Research Associate (CRA)

DEPARTMENT: RMO (Regional Monitoring Operations)

REPORTS TO: Regional CRA Manager

RESPONSIBILITIES:

Conduct site selection, initiation, monitoring and close out visits at assigned clinical trial centers in accordance with International Conference on Harmonization Good Clinical Practice (ICH GCP) Guidelines.

SPECIFIC DUTIES:

- Attend Orientation meeting.
- Attend Investigator meetings where applicable.
- Conduct and report on Site Qualification Visits.
- Conduct and report on Site Initiation Visits.
- Conduct and report on Routine Monitoring Visits in accordance with frequency/scheduling requirements.
- Conduct regular follow up with Investigator Sites in accordance with site management requirements.
- Anticipate, identify, communicate and resolve issues at assigned Investigator Sites
- Resolve all Data Queries as required.
- Conduct and report on Site Closure Visits.
- Provide regular project updates to the Project Manager/Director or designee.
- Attend Project Team meetings and teleconferences as required.

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REQUIREMENTS:

- Health professional background.
- Minimum 1-year experience as a Clinical Research Associate or 2 years as a Clinical Research Coordinator.
- Minimum 8-10 on-site visit days.
- Competency in all facets of clinical trial monitoring. Oncology and/or transplantation and/or HIV experience an asset.
- Computer proficiency (Word and Excel). Knowledge of Lotus notes is an asset.
- Excellent verbal and communication skills.
- Professional image and ability to travel at least 50% of the time.
- Ability to independently plan and prioritize own work schedule.
- Bilingualism an asset (French and English).

Additional Comments:

- This is a home-based position.

Type Employee's Name Here

Date