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# Example of Clinical Lead Job Description

Our innovative and growing company is hiring for a clinical lead. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for clinical lead

* Ensures adequate provisioning of IMP (Investigational Medicinal Product), and non-IMP, devices and materials in the country/cluster/ regions
* Participates in the revision/preparation of study progress tools
* Defines with the MT planning of sites and patients breakdown
* Ensures continuity of care of patients through contacts with mental health providers, EAP and health care practitioners when appropriate
* Assist the department Clinical Director/Manager in developing and implementing clinical workflows and strategies for clinical programs, inclusive of workflows with the physical health partners
* Monitors clinical audits/ reports to ensure adherence to clinical workflows
* Educate, orient and train new clinicians
* Contribute to the operational plan and participate in the delivery of Bid Defense presentations for new business, as required
* Develop and maintain relationships with assigned clients and serve as the client interface for all clinical operations matters
* Improve working relationship with vendors

## Qualifications for clinical lead

* Responsible and accountable for the clinical operations budget for the project
* Responsible and accountable for managing the clinical operations timelines as agreed with the client
* Participates in internal project review meetings
* Coordinates and oversees IRB/IEC/regulatory document collection, processing and maintenance activities
* Responsible and accountable for study specific revision and maintenance of Monitoring Plan, Resource Management Plan for Clinical Operations, and Training Plan for Clinical Operations
* Responsible for the clinical management of approved sub-CROs