Downloaded from <https://www.velvetjobs.com/job-descriptions/clinical-program-manager>

# Example of Clinical Program Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of clinical program manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinical program manager

* Leading and managing several levels of clinical operations personnel, including in-house and contract CRAs and CTMs
* Contributing to key document preparation and review (protocols, IBs, CSRs, NDA/BLA, etc)
* Managing, mentoring and developing junior staff
* Support behavioral health related state and federal level audits
* Serve as data team liaison to gather business needs from plans and corporate, track and submit state/national BH measure submissions
* Document and submit all NCQA/state required audit material
* Leads state/NCQA audit supports for multiple markets, collect and validate audit supporting materials, responses to auditors inquires, submit to NCQA/state agencies auditor approved reports
* Leads state level quality strategy meetings, develops a quality plan, and ensures integration of quality into the overall business process
* Works with the clinical intervention team to design studies to identify barriers to medical interventions
* Ensures that study methodology is sound and appropriate reporting is in place

## Qualifications for clinical program manager

* Minimum of a bachelor's degree in a relevant scientific discipline or equivalent
* At least 7 years of relevant clinical experience with progressively increasing responsibilities in a functional role in the pharmaceutical industry, Biotech or equivalent.Oncology experience required
* Knowledge of GCP and ICH guidelines required
* Proficiency in the implementation, monitoring, and management of complex clinical trials
* Able to problem solve and use good judgment
* Able to work within a team and work with general instructions