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# Example of Clinical Program Job Description

Our growing company is searching for experienced candidates for the position of clinical program. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for clinical program

* Supports clinical investigators with preparation and submission of required documentation to Institutional Review Boards (IRBs) for approval
* Creates and implements processes to ensure that case report forms are completed and submitted by clinical investigators
* Oversees operation to ensure all necessary documentation, including contract agreements are executed, signed and archived
* Prepares and submits domestic and international clinical study-related applications/notifications including IDEs, Competent Authority notifications when clinical trials will be conducted in the European Union, and other regulatory authority applications/notifications when the trial will be conducted in other geographies
* Conducts critical assessment of relevant scientific literature for development of Clinical Evaluation Reports for design dossiers and technical files in accordance with EU requirements
* Provides clinical expertise during the process for product life cycle risk management, including input into the risk management analysis, as necessary
* Reviews marketing materials to approve content, including claims related to procedure- or device-specific performance, clinical outcomes, and economic value
* Supports audits by Regulatory Authorities or internal audit teams, Corrective and Preventative Actions, Health Hazard Evaluations, or other Quality, Regulatory, or Clinical improvement initiatives
* Prepares reports and analysis associated with the institutions core measures programs senior management reports, departmental and clinical service program evaluation, quarterly reports, etc
* You will provide global medical and scientific leadership in the development and implementation of strategy relating to development assets for the treatment of the complications of diabetes, including diabetic retinopathy and diabetic macular edema, retinal diseases in general

## Qualifications for clinical program

* Interaction with investigator sites
* Understands and applies scientific principles to trial design data acquisition, analyses, and reporting
* Thorough knowledge of GCP, ICH guidelines and other US and international clinical regulatory requirements
* Minimum of 3 years industry related experience
* 3+ years of experience with government procurement and RFP proposal development
* 3+ years of experience with pricing development and proposal negotiations