Example of Clinical Research Job Description

Our company is growing rapidly and is looking for a clinical research. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for clinical research

- Administer and conduct the daily operation of the clinical investigation including scheduling
- Supply and equipment needs, maintenance and oversight
- Assist the Principal Investigator in answering the research questions by executing the routine functions of the research study/studies and administrative oversight of the project(s) to ensure that it is executed successfully
- Provide coordination of investigators with study site personnel
- Create Standard Operating Procedures (SOPs) for and maintain oversight and responsibility for all study data collection processes as outlined in IRB approved protocols, including archiving and file management
- Complete initial set up and close-out of study/studies files and databases, collection and data entry, and on- going organization and maintenance of all research study/studies records and data in a computerized format
- Assist the principle investigators with assorted administrative tasks as needed
- Responsible for all study approval submissions and processes
- Responsible for explaining research protocols and obtaining signed consent from patients and research trial candidates as required per protocol
- Assist investigators as needed with construction and maintenance of study databases and study data collection forms, and data entry tasks

- Previous clinical research monitoring Experience (including pre-study, initiation, routine monitoring and closeout visits) in Czech Republic
- Fluency in both English and Czech
- Join a stable team of CRAs across Czech Repulic and benefit from outstanding training and development, both initially and throughout your career
- 7-10 years of experience in life sciences or medically related field, including at least 6 years of relevant clinical development experience (e.g., in clinical research, study management,) in Biopharmaceutical Industry
- Knowledge of global clinical trial design and therapeutic development process, and working knowledge of basic statistics and translational approaches
- Thorough experience in all phases of clinical development process with ideal focus of early drug development