Example of Clinical Trial Manager Job Description

Our innovative and growing company is looking to fill the role of clinical trial manager. 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 trial manager

- The incumbent will be responsible for all regional study management aspects of a clinical study including but not limited to all the tasks specified below
- Manages personnel in daily activities relating to case processing activities providing guidance and support to team members
- Monitor team member ICSR quality and compliance, with an emphasis on SUSARs accuracy, completeness
- Monitor defined Quality Control procedures
- Performs performance management activities, including establishment and monitoring progress of team member goals and objectives, staff development plans, and execution of those plans for direct reports
- Provide strategic resource planning with counterparts to manage intermittent bolus activities, such as SAE Reconciliation and interim/end of study unblinding activities escalating resource needs above defined sourcing levels to identify alternate options
- Provide Subject Matter Expertise in operational case processing activities associated with Clinical trial activities (or other functional expertise)
- Ensure Case Processing team has awareness of case processing obligations and timelines associated with Clinical Trial Agreements (CTA), Pharmacovigilance Agreements (PVA), Collaboration Agreements to ensure safety data exchange within defined timelines
- Participate in Pharmacovigilance Operational Team meetings (PVOT)
- Provides strategic leadership to Managers and staff within Case Processing, GMSO

- Disease/therapeutic area knowledge
- Cross functional and cross-cultural awareness
- Ability to appropriately delegate responsibilities (e.g., Internally - when several CTOMs involved on a study/ Externally - in case of outsourced activities)
- Advanced degree or Bachelor’s degree in a biologic discipline with equivalent job experiences required
- Bachelor degree in Life Sciences from an accredited College or University
- Minimum 2 years of independently managing clinical studies