



Example of Senior / Clinical Research Associate Job Description

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Our company is looking to fill the role of senior / clinical research associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for senior / clinical research associate

- Coordinates the review of applicable study-specific essential documents including informed consent documents, case report forms (CRFs), subject directed recruitment materials
- Coordinates the processes of Due diligence, site contracting and purchase order preparation invoice tracking
- Coordinates the collection of all the essential documents needed for the investigator initiation package (IIP)
- Ensures management of retain samples
- Ensure all clinical site personnel are trained to study protocol, procedures, and local regulations
- Ship investigational devices and performs device accountability, as applicable
- Prepare for and execute on-site qualification, study initiation, interim monitoring and close-out visits at clinical sites as necessary to ensure study requirements are being fulfilled
- Conduct monitoring visits in compliance with the study specific Monitoring Plan, Standard Operating Procedures, Good Clinical Practices (GCP) and applicable government regulations and guidelines
- Communicate clearly with clinical sites
- Maintain responsibility for site management for pre- and post-market studies ensuring successful conduct of clinical programs, and cross- functional strategies

Qualifications for senior / clinical research associate

- Serve as a liaison for clinical trial agreement (CTA) and budget negotiations
- Ensure maintenance of study master file to ensure compliance with internal procedures, and applicable country-specific regulations
- Track progress of clinical studies with regard to budget, study milestones, and deadlines
- Perform comprehensive literature searches to develop and maintain in-depth knowledge and understanding of current scientific literature required to support assigned product lines and related clinical studies, staying informed about applicable clinical landscapes and trends
- Participate in study audits, as applicable