Example of Senior / Clinical Research Associate Job Description

Our company is growing rapidly and is hiring for a senior / clinical research associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for senior / clinical research associate

- Track clinical data, regulatory documents, patient enrollment, and data resolutions to assist the timely completion of clinical studies
- Assist in the creation of model informed consents, case report forms, instruction manuals, and monitoring tools
- Assure regulatory compliance of investigational sites with company SOP's, FDA, and ICH guidelines
- Write visit reports and follow-up letters to investigators
- Set up files, archive study documentation, correspondence and completed case report forms
- Enhance professional growth and development through participation in education programs, current literature, in-service meetings and workshops
- Provide technical and administrative assistance to the clinical department
- Site selection, initiation, monitoring and close-out visits, plus maintaining appropriate documentation
- Involvement in Feasibilities and Start up of studies assigned
- Preparation of study documents and support in submissions

Qualifications for senior / clinical research associate

- Experience in development of essential clinical study documents, including informed consent, monitoring plans, source documents, Case Report Forms (CRFs), study recruitment plans

- Bachelor’s degree in a relevant scientific discipline or equivalent
- At least 5 years of relevant clinical experience with at least 2 years in a CRA functional role in the pharmaceutical industry, with global study experience
- Able to perform assignments with general instructions
- Able to solve complex problems, prioritize multiple tasks, plan proactively and accomplish goals within project