

Updated March 2008

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Job Details

CLINICAL PROJECT MANAGER

Position: Full time
Open date: March 2008
Location: Rockville, Maryland
Required degrees: Bachelors Degree
Experience required: One to three years experience
Relocation: Not indicated

Position Description:

Manages clinical trials in humans including participation in the preparation of protocols, preparation of informed consent forms and case report forms, conduct of initial and initiation site visits, monitoring of study progress at regular intervals to assess protocol adherence, follow-up of serious adverse events, administration of study budgets, management of Contract Research Organizations (CROs) for clinical services and/or Contract Clinical Research Associates (CRAs), as applicable, and management of project timelines and deliverables.

Responsibilities Include:

- Oversees and tracks progress of site identification, start-up, monitoring and study completion activities including managing a CRO and/or contract CRAs and other clinical vendors
- Assists with the development of relevant clinical protocols, amendments, investigator brochures, CRFs, CSRs and other clinical documents as required
- Develops and manages study budgets, reviews and approves investigator payments and study-related invoices
- Develops and manages study timelines and deliverables
- Coordinates and participates in study team meetings; reviews and approves meeting minutes
- Oversees the reporting and follow-up of SAEs
- Oversees the management of clinical central files

Education and Experience

- Requires excellent written and oral communication skills
 - Requires must posses interpersonal and project management skills
 - Requires a BS or MS in a business related fields and/or health care field (e.g., nursing, pharmacy, physician's assistant)
 - Demonstrated the ability to manage multiple tasks
 - Minimum of one to three years experience in the clinical research industry
 - Demonstrated strong ability to work successfully in a team environment requiring matrix management skills
 - Knowledgeable in all aspects of the Federal (FDA) regulations and requirements governing the conduct of clinical trials including, but not limited to, GCP and ICH requirements
 - Demonstrated ability to make effective presentations in public settings
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Contact Information

Send resume today to join our fast growing team with ground floor opportunities to:

Attn: Human Resources Accelovance

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