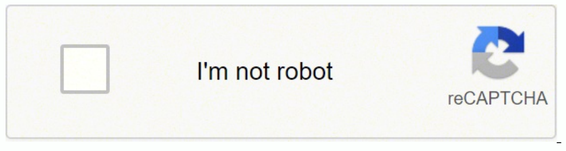

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Clinical research associate job description pdf sample

John Smith, M.D.

22 Street Rd.
City, State Country 00000
Cell Phone: 222.222.2222 • Email: email@address.com

Curriculum Vitae

Physician with more than 10 years of experience in diverse medical settings

Highlights of Qualifications:

- Responsible for the supervision, check up, advise and diagnosis of patients
- Maintain safety, quality, and take precaution measures to avoid the infection
- In-depth knowledge of medical principles, polices, procedures, and methods
- Sound knowledge of ethical standards and laws for delivering medical care
- Great ability and demonstration regarding drugs and prescriptions
- Strong ability to mentor new professionals and students
- Excellent communication skills both verbally and written with good interpersonal skills
- Bi-lingual – English / Persian

Medical Examinations / Certifications / Education:

USMLE Step 3, passed on first attempt, 01/2011
USMLE Step 2 CS (Clinical Skills), passed on first attempt, 07/2009
USMLE Step 2 CK (Clinical Knowledge), passed on first attempt, 05/2009
USMLE Step 1, passed on first attempt, 06/2008

Certified by ECFMG (Educational Commission for Foreign Medical Graduates Certifications), 12/2009

Doctor of Medicine Degree, Mazandaran University of Medical Sciences, Sari, Iran, 12/2001

Undergraduate Studies in Physiopathology & Basic Science, Mazandaran University, Sari, Iran, 09/1994 – 03/1998

Medical Work / Research Volunteer / Experience:

University of Toronto, Molecular Genetic Department, Toronto, ON
Research Analyst, 09/2010 - Present

- Involved in new project and study on HIV and T-cells. Responsible for data collection, tracking all study material and data entering. Completed intensive relevant literature research, organized and classified raw data, analyzed the data using statistical software.

Toronto Scarborough General Hospital, Toronto, ON
Research Consultant Nephrology, 05/2010

- Worked with Dr. Dimitrios G Oreopoulos MD, PhD, as a research consultant, at Toronto University Health Network, one of the largest research institutes in North America. Responsible for data collection, tracking all study material and data entering. Completed intensive relevant literature research, organized and classified raw data, analyzed the data using statistical software, interpret the results, and prepared analysis report. Upon completion of data collection and analysis, presented the results of the study in Nephrology rounds and prepared our article for publication. This position strengthened my clinical research and presentation skills.

Toronto Western Hospital, Toronto, ON
Volunteer - Research Assistant, 02/2010 - 05/2010

- Reviewed concurrent published studies, literature, and data.

ROBERT SMITH

Clinical Research Associate

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Devoted Clinical Research Associate who is very detail-oriented. Comprehensive background includes being a Clinical Research Associate for over a year and Certified Pharmacy technician for over ten years. Experienced in implementing Standard Operating Procedures and Good Clinical Practices.

CORE COMPETENCIES

Aspectic Technique.

PROFESSIONAL EXPERIENCE

Clinical Research Associate
Duke Medical Center - October 2007 – 2019

Key Deliverables:

- Travel performing on-site monitoring visits, including site selection, site initiation, periodic, close out and corrective action visits.
- Independently performs monitoring activities for multiple sites and multiple projects, identifying deviations from regulations and SOPs.
- Evaluates protocol and regulatory compliance, including source document verification, informed consent process, human subject protection, data integrity, drug accountability, compliance, review of investigator and regulatory files.
- Provides study training and guidance to designated site personnel for conducting the study in accordance with the protocol, SOPs, trial specific procedures and applicable regulations.
- Identify action items, subject safety, data integrity issues and retrain site personnel accordingly.
- Communicates routine and unusual findings to trial supervisor.
- Independently documents routine site management and ongoing follow-up, clinical monitoring activities, site communication and trial related activities.

Clinical Research Associate
ABC Corporation - 2002 – 2007

Key Deliverables:

- Promoted from Clinical Study Associate to serve as a team lead/functional manager for an FDA submission for an in-licensed dermatology product.
- The team is responsible for the organizing, filing and full file review of paper and electronic clinical trial documents; contacting sites and ethics committees to prepare for potential audits; identifying and electronically organizing photographic images.
- Provided back-room assistance for mock-FDA inspection.
- Total scope of the project is twenty studies ranging from Phase I through Phase III.
- Provide regular feedback to the study team regarding the status of the project, identifying ways to fill any gaps and determine the projects next objectives.

2259 Oak Street, Old Forge, New York, 13420

Clinical research job description sample.

Minimum Job Requirements Bachelor's degree; at least 5 years of experience directly related to the duties and responsibilities specified.Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. Key skills for clinical research associates Commercial awareness A logical and inquisitive mind Good organisational abilities Excellent numerical, written and verbal communication skills Confidence Next: search graduate jobs and internships Position Class Code / Title: L6012 / Clinical Research Associate Recruitment Tier: Tier 1 FLSA: Exempt Grade: 15 This is a description of a Staff Position Classification. We're pleased to have a 3.8 Glassdoor rating from our employees. Establishes and maintains sound clinical and data collection practices to ensure validity of studies. It is not an announcement of a position opening. Don't hesitate to apply.Responsibilities for Clinical Research Associate Recruit and enroll study participants Input clinical research data into electronic data systems Coordinate patient visits and procedures related to researchAct as resource for study participants by answering questions and explaining related proceduresEnsure the study site is compliance with all local and federal laws and regulations Monitor study sites and activities to ensure the the appropriate industry protocols and terms of the study are being followedOversee the hiring and training of staff members who are working on the studyCreate thorough documentation of study protocol and update it as neededQualifications for Clinical Research Associate2+ years of prior clinical research experienceMust possess superior analytical and creative thinking skillsExcellent attention to detail and the ability to keep detailed, accurate records Strong written and verbal communication skills Understanding of laboratory procedures and equipment Advanced organizational and planning skillsProficiency in MS Word and Excel programsAbility to stand for extended periods of timeMust be fluent in English and posses solid writing abilities Ready to Hire a Clinical Research Associate? Read our article on scientific postgraduate study to explore your different options. Read our article on technical interviews to find out what these involve and how you can tackle them. Participates in protocol development, site/investigator selection, study initiation and termination activities. The recruitment process is likely to involve a technical interview. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. Knowledge, Skills and Abilities Required Knowledge of randomized controlled clinical trials principles, methodology, and procedures.Knowledge of all federal and state regulations and guidelines pertaining to the conduct of clinical trials on human subjects.Ability to independently develop novel concepts and techniques in clinical research monitoring.Ability to develop and implement clinical research monitoring plans and standard operating procedures.Skill in the use of computer statistical, technical, and database applications.Knowledge of statistical data collection, editing, validation, and analysis techniques.Knowledge of laboratory certification standards and processes.Knowledge of adverse medical event investigation, analysis, and reporting procedures and standards.Knowledge of the infrastructure and operational characteristics of contract research organizations and centralized clinical laboratoriesAbility to develop technical reports and manuscripts.Knowledge of current and developing trends and standards in clinical trials monitoring.Ability to make evaluative judgments.Knowledge of industrial standards as applied to good clinical practices.Knowledge of patient care charts and patient histories.Knowledge of fiscal management, grant writing and administration, and grant reporting.Ability to develop and deliver both oral and written presentations.Ability to communicate and interact competently and professionally at all levels within a broad, complex clinical research environment.Ability to establish data collection and management guidelines.Ability to provide technical advice, guidance, and support to professional staff in area of specialty.Knowledge of database concepts, and formats.Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Working Conditions and Physical Effort No or very limited physical effort required.Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. If you'd like to find out what your salary might look like, take a look at our article on how much you might earn in science on our TARGETcareers website. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified. Doing a PhD may improve your promotional prospects (some employers provide opportunities to gain higher professional qualifications via block or day release). Vacancies are advertised by specialist recruitment agencies, online, in national newspapers and in scientific journals such as Clinical Research Focus , Nursing Times , New Scientist , Nature and The Pharmaceutical Journal . Conditions of Employment Possession of or ability to obtain certification as a Clinical Research Associate may be a requirement for some positions in this classification.Successful candidate must submit to post-offer, pre-employment physical examination and medical history check. Monitors the conduct and progress of the studies to ensure compliance with established protocols, appropriate research methodology, and study timelines. Duties and Responsibilities Oversees the development of clinical trial protocols; participates in the development of the overall clinical plan, drafts protocols, collaborates on statistical analysis plans, and coordinates the protocol review and approval process, to include submissions to regulatory agencies.Participates in the identification of potential investigators and clinical sites, both nationally and internationally; conducts pre-study site visits, collects and reviews data, and prepares evaluative reports; participates in the final selection of investigators and study sites.Assists in the identification of contract research organizations and centralized services such as clinical laboratories; assesses qualifications and experience in relation to proposed research activities, and participates in final selection.Oversees research technical and/or administrative staff, to include hiring, training, goal-setting, and distribution of workload.Assists with the development and implementation of study-specific monitoring and reporting procedures, methods, guidelines, and tools; participates in the establishment of baseline parameters and edit check specifications, and in the development of subject tracking systems.Conducts clinical trial site initiation visits; advises and trains site personnel on sponsor and regulatory requirements for study conduct; participates and/or conducts site meetings and multicenter investigator meetings and prepares reports.Conducts site monitoring visits and follow-up to identify significant problems and issues and to ensure that all clinical aspects of studies are being carried out in accordance with state and federal regulations, guidelines and policies.Reviews on-site files and records, case report forms, and source documents for completeness, accuracy, consistency, and compliance; identifies deficiencies and discrepancies, and provides remedial training and/or initiates corrective action as required.Ensures appropriate transmission of clinical case data to the data management centers; reviews case report queries and problems, and clarifies and/or obtains changes to data as appropriate.Assists in the termination of clinical studies by identifying items and issues for review and/or follow-up; assembles necessary documents, conducts site termination visits to include test article reconciliation and disposition, review of completeness and accuracy of files, and retrieval of relevant codes and documents; prepares study termination reports.Performs miscellaneous job-related duties as assigned. Manages quality controls and the execution of clinical protocol and data management for a number of clinical trials at multiple sites, ensuring compliance with all regulatory and contractual requirements. What does a clinical research associate do? Key responsibilities include: writing drug trial methodologies (procedures) identifying and briefing appropriate trial investigators (clinicians) setting up and disbanding trial study centres designing trial materials and supplying study centres with sufficient quantities providing clinicians with instructions on how to conduct the trials collecting and authenticating data collection forms (commonly known as case report forms) monitoring progress throughout the duration of the trial writing reports Typical employers of clinical research associates Pharmaceutical companies Clinical contract agencies or houses Hospital academic departments As there is strong competition for vacancies, work experience gained using relevant scientific and analytical techniques can be useful, as can previous nursing, medical sales, pharmaceutical research and clinical laboratory work. If you're dedicated and ambitious, XYZ Inc. is an excellent place to grow your career. We are hiring an experienced Clinical Research Associate to help us keep growing. Qualifications and training required To become a CRA it is necessary to hold an undergraduate or postgraduate qualification in nursing, life sciences (for example, biology, microbiology, toxicology, biochemistry, or pharmacology) or medical sciences (such as physiology, immunology, medicine, anatomy or pharmacy). Typical employers | Qualifications and training | Key skills Clinical research associates help to organise and monitor the different phases of clinical trials of drugs. Revised Date: Develops and completes final study reports. The University of New Mexico provides all training required by OSHA to ensure employee safety. Typical employers of clinical research associates include pharmaceutical companies and clinical contract agencies. Try Job Postings Clinical research associates (CRAs) organise and administer clinical trials of new or current drugs in order to assess the benefits and risks of using them. To view descriptions of current openings, please go to UNMJobs and Search Postings to view positions that are currently accepting applications. Here at XYZ Inc., we are the leading company in our industry in the Capital City area.

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