# CTO Clinical Research Manager – Position Description

## Position Purpose

## Manage all aspects of one of the Cancer Clinical Trials Office Solid Teams that includes brain, head and neck, sarcoma, skin and thoracic cancers. Will be a catalyst for clinical research initiatives and ensure compliance with institutional, state, and federal regulations, policies and procedures The Clinical Research Manager for the Disease Team will provide direction regarding clinical research efforts and resource management as a member of the Faculty Disease Committees and may be asked to provide oversight of additional designated CTO functions.

## Duties and Responsibilities

* Act as a resource for investigators and support staff on pre-trial functions including budget development, contract negotiations and IRB applications. Advise department study investigators and support staff on administrative and regulatory aspects of human subject research.
* Project (protocol) management. Act as liaison to the Disease Oriented Committees and Principal Investigators to ensure a collaborative atmosphere and guide the processes for protocol approval providing research support and management as appropriate following current Institution and Cancer Center CTO policy, procedures and guidelines.
* An active member of CTO Leadership team with focus on collaboration and continuous process improvement.
* Manage the disease team resources to provide adequately trained staff, project staffing needs, assign projects, and monitor staff performance.
* Develop and implement department policies, procedures and organizational tools to ensure compliance with Institution, state and federal standards.
* Manage data systems supporting research activities including, but not limited to, EPIC, OnCore and eBridge. Correspond with IRBs as needed.
* Assist in the development and management of budget.
* Recruit and train clinical research staff nurses and clinical research coordinators; develop and implement standardized expectations for all subordinates; assess, monitor and evaluate work load and performance. Mentor and direct staff to achieve research goals following all relative policies, procedures and guidelines.
* Assist in process development and support for the ongoing implementation and use of the clinical trial management system, OnCore.
* Act as a liaison between Cancer CTO Administration and research staff. Work closely with other departments and external agencies to advance the department’s research goals. Collaborate with Institution Office of Research, Grants and Contracts, IRB and other offices and committees to define processes and insure consistency.
* Develop, implement and monitor department research QI activities. Implement and conduct quality control processes to ensure the highest data and research standards.
* Develop clinical review data review plan and check specifications. Utilize quality improvement tools & statistical process control to facilitate improvement of systems & processes.
* Perform as a Research Nurse/Study Coordinator for select projects and/or patients.

## Knowledge, Skills and Abilities

Knowledge of biology, chemistry, mathematics, documentation, and records management. Data utilization, complex problem solving, critical thinking, resource management, and writing skills.

## Position Requirements

Education: Bachelor’s degree

Experience: 6+ years of relevant experience

FLSA: Exempt