

JOB DESCRIPTION

Job Title	Recruiting/Screening Supervisor
Department	Clinical Operations
Specific Tasks	<ul style="list-style-type: none"> • Ensure smooth operation of recruiting and screening of the clinical trial • Communicate regularly with the Director, PI and Clinical Study Managers with regards to the progress and conduct of the study • Hire, train, schedule and supervise Call Center Representative, Clinical Research Phlebotomists and Medical Assistants. • Manage direct reports. This includes but is not limited to: preparing and conducting performance appraisals for direct reports, carrying out progressive discipline as required, training and career development • Preparation of screening packages and related materials. • Coordinate with other departments in preparing study screening documentation including screening worksheets • With Director of Clinical Development and Operations, develop hiring projections to ensure clinic growth is appropriate to achieve corporate goals. • Cooperate with Sponsors/Monitors during monitoring visits, audits and audit follow-up • Supervision of all clinical staff during recruiting and screening of the clinical trial • Communicate, in a timely manner with Principal Investigator, Sub-Investigators and Study Managers with respect to subject issues; relay all medical and study related information obtained on patients with regard to their involvement in the trials directly to the Investigator and ensure proper follow-up • Ensure compliance with appropriate Standard Operating Procedures (SOPs), GCP and ICH guidelines • Cooperate with and support the QA & Regulatory Group during audit activities • Responsible for remaining current with regulatory requirements (TPD, FDA, EMEA, ICH, MHRA, etc.) • Assist with the maintenance, calibration and ensure proper operation, of clinical equipment according to manufacturer's specifications and Acclaim Pharma Research SOPs • Work with the QA & Regulatory Group in the development/revision and implementation of Standard Operating Procedures • Other duties as may be required
Reports to	Director of Clinical Development and Operations
Communications	To interact with physicians, Study Clinical Managers, and Supervisors.
Requirements	<ul style="list-style-type: none"> • Completed postsecondary degree or diploma in a science or healthcare related discipline, or equivalent work experience • Flexible hours depending on business requirements. • Rotating shifts and weekend requirements. • 1-2 years work experience in a CRO (preferably in conducting Phase I /Bioequivalence clinical trials) • Excellent problem solving, communication, multitasking and interpersonal skills • Excellent in Microsoft word and excel. Solid conflict resolution skills • Good analytical and problem solving skills • Very organized, detail-oriented and able to multi-task • Good interpersonal and customer service skills

This job description should not be constructed to imply that these requirements are the only duties, responsibilities and qualifications for this position. Employee may be required to follow any additional related instructions, acquire job skills and perform other related work if deemed necessary.