Clinical Project Manager Job Description

Duties and Responsibilities:

- Monitor and report on the progress of delegated clinical trials, which includes budgets and timelines
- Prepare, oversee, and review documents that are related to assigned clinical study
- Arrange or help in organizing clinical study meetings
- Ensure the availability of necessary resources for the execution of clinical projects
- Review and approve invoices being presented by study vendors and external consultants
- Answerable to questions and issues brought up by vendors and external consultants
- Help in the training and development of clinical staff as at when due
- Lead the clinical project team and various study team meetings
- Oversee the pattern and manner in which clinical research study is being conducted
- Fully involved in resolving issues; take part in procedure improvement initiatives
- Attain clinical study's goals by working with other members of the study team to outline their priorities, and to also resolve conflicts that may come up in the project process
- Work hand-in-hand with clinical trial managers and document control personnel to manage documents that are related to the clinical study.

Clinical Project Manager Requirements – Skills, Knowledge, and Abilities

- Must possess excellent communication skills so as to be able to effectively convey messages across to both study team members and other external persons like vendors and external consultants

- Good problem-solving, organizational, and leadership skills are highly required
- Ability to work with little or no supervision
- Ability to pay keen attention to detail at all times
- Must be able to work within stipulated timeframes or deadlines even in the face of multiple responsibilities or projects
- Must be able to work as part of a team or in most cases lead a team
- Must have a 'one of a kind' work ethic, and must exhibit a great level of self-discipline
- Ability to organize and motivate other members of the study team
- A Bachelor's and/or a Master's degree in any science or health related field
- A minimum of 5 years of experience in the field of clinical research of which 2 years must have been in a project lead role
- Proficient user of basic computer applications for the execution of daily project operations
- Experience in writing clinical study procedures and other clinical document is a plus.