Title: Project Manager (PM)  
Department: WorldCare Clinical Operations

Reports To: Director, Clinical Operations  
Status: Full-Time, Employee

Expectation for all Employees: Support the organization’s mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, commitment to our community, and accountability and ownership.

Job Summary: The Project Manager (PM) will be responsible for the daily management of multiple clinical trials from completion of study start-up activities through study completion.

Essential Functions:
• Serve as the main contact for Sponsor and/or CRO.
• Establish and maintain required study documentation.
• Coordinate activities required to manage and complete a project as detailed in the Sponsor contract and Study Specific Procedures.
• Work with project teams to develop trial SOPs, databases, and training programs to support clinical studies.
• Responsible for ensuring that all SOPs for trial work flow conform to the proper regulatory standards in the following areas:
  o In-house CRA training
  o Radiologist training
  o Collection and handing of data
  o Storage and backup of data
  o Overall quality of final project deliverables
  o Project metrics reporting
• On-going project tracking, including monitoring of project budget and finances, and provide status updates to appropriate parties
• Delegate project activities to designated project staff.
• Engage with project teams, Sponsor or CROs in the resolution of issues.
• Responsible for streamlining all trial functions thus increasing productivity and accuracy of all trial data
• Identify resource requirements and communicate project needs to the Director, Clinical Operations.
• Work directly with the senior management in the development of new proposals relying on instructions and pre-established guidelines to perform said functions of the job

Qualification/Knowledge Requirements:
• BS/BA degree: Life Sciences degree preferred
• Minimum of 3-5 years of clinical trial management
• Medical imaging experience is preferred
• Good knowledge of GCP, ICH guidelines, and regulatory guidelines for clinical trial management
• Must have strong project management, communication (oral and written), and analytical skills
• Demonstrated ability to work independently and in a team environment
• Ability to multi-task, be flexible, and thrive in fast-paced environment