1. Coordinated and scheduled protocol-related visits and required testing to demonstrate vigilance in patient safety, protocol compliance and data quality.
2. Reviewed participant eligibility and consent documentation to help researchers achieve accurate and meaningful results.
3. Followed drug storage procedures to comply with protocols and SOP requirements.
4. Collaborated with clinical study site and sponsor to troubleshoot and provide solutions to study-related issues.
5. Adhered to procedures, practices and regulatory requirements to maintain health, safety and environmental compliance.
6. Reviewed data queries and listings and worked with study centers to resolve data discrepancies.
7. Conducted initiation, monitoring and closeout visits to verify study procedures, regulatory documents and data completion.
8. Traveled to investigative sites to conduct site qualification, initiation, interim monitoring and close-out visits to maintain and enforce regulatory compliance.
9. Created and maintained database and records filing system to document data on specimen collection, processing and storage.
10. Processed specimens for clinical trials, sample storage and assay to provide registry of samples for test development, validation and analysis.
11. Conducted clinical trial in accordance with protocol and recorded and monitored progress.
12. Set up and disbanded trial study centers to manage clinical study activities for [Number] sites.
13. Provided clinicians with data to conduct clinical trials and determine methods to prevent, screen for, diagnose and treat disease.
14. Promoted awareness of project-specific quality and performance standards to support documentation, communication and understanding.
15. Liaised with clinical investigator to identify, assess and resolve site performance, quality and compliance issues.
16. Mentored team members through [Action] to deliver successful studies.
17. Reviewed clinical data, source documentation, case report forms and investigative site regulatory files to verify accuracy and completion.
18. Maintained site monitoring schedules to facilitate effective communication with members of clinical team.
19. Facilitated quality of clinical trials by establishing project schedules and monitoring support to encourage accuracy and efficiency.
20. Liaised with [Type] department personnel to communicate important clinical data and events.