



TITLE: **DIRECTOR OF CLINICAL RESEARCH CENTER** **LOCATION:** **HACKENSACK, NJ**
TO APPLY: SEND RESUME TO: GVERDI-FRANCESCO@FRONTAGELAB.COM & REFERENCE JOB TITLE IN SUBJECT LINE
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DUTIES:

The Director of Clinical Research Center will provide leadership for the overall financial, scientific, and administrative activities with respect to planning, implementation, and quality of all projects performed at the Frontage Clinical Research Center. He/She will be responsible for overseeing day-to-day operations in compliance with GCP guidelines, applicable regulations and approved protocols. Lead/manage physicians, study nurses and coordinators, lab technicians, and other supporting staff members. Maintain and develop the relationships with existing and new clients.

QUALIFICATIONS:

- 10+ years of clinical research experience with a MS or MA degree from an accredited college or university (5+ years with an MD, PhD, or PharmD)
- 5+ years of managerial exp in hospital, industrial Phase 1 clinical research or academic centers.
- Familiarity with all elements of Good Clinical Practice in the conduct of human subjects research.
- Excellent oral and written communication skills in clinical, scientific and research fields.
- Evidence of program development in academic, hospital or industrial research.
- Proficient in data analysis, protocol preparation, presentation to local, regional and/or national audiences.

RESPONSIBILITIES:

- Oversee and manages Clinical Research Center operations, including the implementation of Phase I studies in healthy volunteers and outpatient Phase II-IV clinical studies in selected patient populations.
- Manage implementation of Phase I-IV clinical studies in compliance with company SOPs, and applicable regulations and GCP guidelines.
- Business development activities, including overall recruitment strategies, initiating new client contacts, maintaining existing client relations.
- Financial analysis and study budget preparation for clinical studies performed at Frontage Clinical Research Center.
- Establish strategic relationships with physician specialists (cardiologists, endocrinologists, urologists, ophthalmologists, fertility/reproductive medicine clinic, radiologists) and scientists in the surrounding medical and scientific community and adjacent medical centers.
- Establish and maintain relationships with Institutional Review Boards
- Provide input into study protocol feasibility assessments and study protocol design.
- Project manager responsibilities including serving as a primary sponsor liaison, tracking the overall project status, supervising research subject recruitment efforts, scheduling of full-time and per diem staff, establishing and maintaining key vendor relationships (clinical laboratory, medical supplies).
- Develop a high level of familiarity and knowledge of the study protocol and flow chart of study procedures. Develop a strategy for implementing study procedures in compliance with the study protocol.
- Senior clinical study coordinator activities as required for individual clinical studies.
- Acts independently to determine methods and procedures on new assignments and may supervise the activities of other Clinical Research Center personnel (e.g., Laboratory and Medical Technicians/ Assistants, Administrative Assistants, and Recruiters).
- Experienced Clinical Research Coordinators may train other Clinical Research Coordinators and support personnel in applicable regulations and GCP guidelines as they pertain to conducting clinical studies.