CLINICAL TRIAL LIAISON OFFICER (CTLO), HRB CRCI

JOB DESCRIPTION

Post Title:	**Clinical Trial Liaison Officer (CTLO), Health Research Board Clinical Research Coordination Ireland (HRB CRCI)**
Post Status:	**Fixed Contract (Part-time 0.5 FTE)**
Organisation:	**MMI Clinical Research Development Ireland CLG (CRDI)**
Location:	**CRDI, 28 Upper Mount Street, Dublin 2, Ireland**
Reports to:	**HRB CRCI Chief Operations Officer and HRB CRCI Chair**
Salary:	**On request**
Closing Date:	**Friday 1 February, 2019**
Application Process	**Cover Letter & CV to info@hrb-crci.ie**

HRB CRCI Background:

With the support of Health Research Board, Enterprise Ireland and Clinical Research Development Ireland (CRDI), the seven University-based Clinical Research Facilities/Centres (CRFs/Cs) in the Republic of Ireland have developed an integrated clinical trials network, the Health Research Board Clinical Research Co-ordination Ireland (HRB CRCI).

The aim of the HRB CRCI is to enhance Ireland's capacity for conducting innovative high quality clinical research for the benefit of people's health and the economy. Its mission is to advance healthcare by enabling a coordinated system with the specialist skills, expertise and infrastructure to design, conduct and analyse clinical trials and other intervention studies in Ireland, undertaken by networked clinician investigators and/or industry. It supports both academic and industry initiated clinical trials, involving pharmaceuticals, nutraceuticals and clinical care pathways as well as clinical investigation of medical devices.

The HRB CRCI now wishes to appoint a Clinical Trial Liaison Officer (CTLO) on a part-time basis (0.5) and on a fixed-term contract to May 2021, with the possibility of extension subject to funding.
The HRB CRCI CTLO will deliver the HRB CRCI Clinical Trial Support Services as per the HRB CRCI's 5-Year Business Plan, working in close collaboration with the HRB CRCI Clinical Trial Liaison Manager, HRB CRCI Chief Operations Officer (HRB CRCI COO), HRB CRCI Chair and HRB CRCI Team, both in the central office and at a local level.

The HRB CRCI CTLO position will be funded by the HRB funding award for the implementation of the HRB CRCI. The successful candidate will be based within the central office of the HRB CRCI at CRDI and will travel to the CRF/C's, sites and other locations when necessary to carry out their duties. The HRB CRCI CTLO will report to the HRB CRCI COO and to the Chair of the HRB CRCI. The employment and HR policies of CRDI will apply to the employment of the successful candidate.

Key deliverables

The HRB CRCI Clinical Trial Liaison Officer will:

- Provide professional advice and support relating to the regulation, management and conduct of clinical research in Ireland.
- Be a primary point of contact between the HRB CRCI, the investigators, the sites and the CRF/C's for the implementation of the HRB CRCI feasibility processing system.
- Be a primary point of contact for industry for the HRB CRCI feasibility delivery service.
- Work with the sites and HRB CRCI staff at the CRF/C's on the efficient delivery of investigator and site selection.
- Work with the sites and HRB CRCI staff at the CRF/C's on the efficient delivery of study start-up and first patient first visit timelines.
- Be responsible for information gathering from site for the purpose of recruitment tracking, study/trial development and progress monitoring and reporting.
- Be responsible for the delivery of the HRB CRCI trial management services including signposting services for study specific requirements such as IMP management, pharmacovigilance, data management services, etc.
- Be experienced in site monitoring and carry out site monitoring services for the HRB CRCI
- Assist in the coordination of clinical trial submissions to the relevant ethics and competent authorities for companies, organisations or individuals that do not have such services available locally.
- Adhere to HRB CRCI Feasibility Programme SOPs and other relevant HRB CRCI procedures, policies, etc.
- Assist and input into the development of progress and grant reports for the HRB CRCI.
- Carryout any other duties that arise during the ambit of the post.

Requirements

- Degree level qualification in a clinical or life sciences related subject.
- A minimum of 2 years' experience in biomedical or pharmaceutical industry.
- Understanding of current Irish medical, academic and health services research environment.

- Knowledge of ICH GCP E6 R2 and of relevant national and international clinical trial regulations.
- Experience within a commercial/academic clinical research environment would be an advantage.
- Good project management and organisational skills.
- Good communication skills (oral, written & presentation) with proven ability to work effectively as part of a team.
- Self-motivated and able to work independently, showing initiative and good judgment.
- Good IT skills.

Competencies

- Ability to work well in a team.
- Ability to use own initiative.
- Good interpersonal and communication skills.
- Ability to meet deadlines and work under pressure.
- Good planning and organising abilities.
- Ability to effectively communicate the vision and values of the HRB CRCI.

Clinical Research Development Ireland is an equal opportunities employer.