



# HOT JOBS in May 2009

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Reference Number	Job Title	Company	Location
10446	Pharmacovigilance officer	Pharma	Berkshire
10441	Clinical Research Associate	NHS	Cambridge
10432	Clinical Trials Administrator	NHS	Cambridge
10433 * <i>featured</i>	Clinical Project Leader	Pharma	Hertfordshire
10448	Clinical Trials Co-ordinator	Pharma	Berkshire
10450	Senior Clinical Research Associate Principal CRA	Pharma	Hampshire
10322	Clinical Research Associate	CRO	Surrey
10449	Senior Knowledge Product Specialist	Pharma	Buckinghamshire
10459 * <i>featured</i>	Clinical Research Associate Field Based	Pharma	Buckinghamshire
10458	Clinical Research Associate Field Based	Pharma	Buckinghamshire
10461	Medical Adviser	Pharma	Surrey
10462	Clinical Research Associate	Pharma	South West
10460	Clinical Research Associate	Pharma	North London
10463	Medical Information Executive	Pharma	Surrey
10440	Project Manager	CRO	Buckinghamshire
10452	Clinical Support Specialist	CRO	Buckinghamshire



Reference Number	Job Title	Company	Location
10453	Clinical Project Associate	CRO	Buckinghamshire
10454	Clinical Trials Administrator	CRO	Buckinghamshire
10430	Director of eTMF & Document Solutions	CRO	Buckinghamshire
10443	Document Administrator	CRO	Buckinghamshire
10456	Clinical Research Associate	CRO	Buckinghamshire
10457	IT Help Desk Operative	CRO	Buckinghamshire
10444	Document Manager	CRO	Buckinghamshire
10455	Study Support Specialist	CRO	Buckinghamshire
10229	Global Studies Associate	Pharma	Hertfordshire
10445	Country Clinical Trials	Pharma	Hertfordshire
10428	Clinical Trials Administrator	Pharma	Hertfordshire
10230	Global Studies Operation Manager	Pharma	Hertfordshire
10451	Senior Project Manager	CRO	Lancashire

## *Featured Roles Below*

### **Featured Roles**

#### **10459 - Clinical Research Associate Field Based**

Our client, based in Buckinghamshire, is looking for a field-based Clinical Research Associate to work 3 days a week. The CRA needs to be an organised, logical, enthusiastic and methodical worker with the ability to motivate and organise others. It is a challenging position that requires experience, knowledge and determination. You will be involved in all operational aspects of the clinical trial and drug development required to set-up, conduct and complete a study, working to ICH GCP and company SOPs, including:



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- All aspects of study monitoring and centre management from set-up to close-out
- Co-ordination of Ethics Committee and regulatory authority applications and approvals
- Pre-trial procedures including collation of necessary documentation
- Organisation, attendance and presentations at Investigator Meetings
- Training of site staff to trial specific and industry standards
- Supervision and distribution of trial supplies including Investigational Medicinal Product
- Driving recruitment at centres
- Study Protocol and CRF development
- Archiving of trial documentation and correspondence
- Study Report and manuscript for publication

The CRA role gives you the unique opportunity as a member of the Clinical Trials team to be involved in all of aspects of the clinical trial process.

### 10433 – Clinical Project Leader

Excellent benefits including final salary pension scheme and 27 rising to 33 days annual leave.

A permanent opportunity has arisen for an office based clinical project leader to work within our client's Clinical Operations Department in Hertfordshire. The requirement is currently for the CPL to manage UK and global studies in blood plasma products for patients with blood related disorders.

Principal responsibilities will include:

- To manage clinical trials to ensure completion on time, within budget and to the highest possible standards; in accordance with protocols, UK and relevant country regulations, GCP guidelines, company SOPs and other prevailing standards of best practice. In particular:
- To coordinate the extended project team, working within a matrix structure
- To develop accurate project plans, carry out risk analysis and generate contingency plans to meet significance risks to project completion.
- To monitor progress of projects to enable effective and accurate reporting and project control.
- To carry out trial feasibility and to prepare the file submissions to the RECs and assist with the Competent Authority submissions.
- To prepare and track the clinical trial budgets and ensure the studies come in on budget
- To write / validate the technical and/or administrative documents which are necessary for the trial.
- To organise the local investigators meetings when required.
- To ensure timely initiation of study centres, appropriate follow-up (co-monitoring, review of reports, recruitment tracking) and closeout (files archived, IP and trial material collected) of study centres.
- To train the CRAs to the study specificities and assist with centre allocation and CRA workload review.
- To acquire, maintain and expand knowledge in key therapeutic areas and clinical research methodology in order to communicate effectively with experts both inside and outside the company.
- To communicate with external relations and internal contacts on a professional level

Please contact the **Phlexglobal Resourcing Department on (01494) 720 439** or send your CV to [resourcing@phlexglobal.com](mailto:resourcing@phlexglobal.com) for further details on any of the above vacancies.

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