



BioScreen® Clinical Services

Clinical Project Coordinator

BioScreen Testing Services, Inc. a well-established consumer product testing laboratory, providing services to the Pharmaceutical /Biotech, Medical Device and OTC /Personal Care industries is currently seeking Project Coordinator for our Phoenix Clinical Facility.

BioScreen Clinical Services conducts human clinical safety and claim substantiation/efficacy studies for cosmetics/personal care products, topical and ophthalmic drug products.

Job Summary:

This position is responsible for monitoring and oversight of study site activities.

Duties include but not limited to:

Monitors studies and ensuring that the protocol is being followed correctly. Monitors technical staff performance and with guidance implements action plans and training for staff not meeting requirements and expectations per BCS SOPs. Responsible for communicating with management on a weekly basis all findings, concerns and action plans. Responsible for QC of data and study binders. Ensure that all staff are trained and up to date on all SOPs and training. Conduct training for staff on a quarterly basis. Assist in designing stringent training programs and metrics for performance evaluations. Ensures compliance with applicable regulations and guidelines. Reviews data sheets completed and assists in resolving queries and/or other identified data collection issues. Participate in pre-study meetings for clinical studies. Attends clinical monitoring staff meetings, project team meetings, clinical committees, and clinical training sessions according to the project communication, monitoring, and/or training plans. Data analysis and generating of clinical study reports

Qualifications:

1. Minimum Bachelor's Degree and MS degree is a plus.
2. Excellent oral communication skills and Excellent Interpersonal skills.
3. Detail and multi-task oriented. Excellent computer skills.
4. Ability to work in a face paced environment.
5. Ability to work independently and be creative. Considerable skill in interviewing techniques.

Company requires backgrounds check and drug screen prior to employment.

Apply at jobs@bioscreen.com

www.bioscreenclinical.com
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