



Nexus Oncology

Job Description

Job Title: Clinical Trial Administrator
Reporting to: Senior Clinical Trial Administrator

Job Purpose

- To support the Project Manager and Project Team members in the day to day administration of projects within Nexus Oncology.

Main Tasks

- To understand the product, protocol and therapeutic area in sufficient detail to advise and discuss with the study team and study site personnel when requested.
- To remain up to date with all relevant SOPs and regulatory requirements
- To organise, draft and circulate minutes of the project team meetings (both internal project team meetings and project team meetings with the sponsor).
- To coordinate project related face to face meetings with sponsor and other project team members.
- To coordinate investigator meetings (if applicable).
- To set up and maintain tracking tools for the project team, including but not limited to, investigator site selection tracking, collection of all study related documents (e.g. confidentiality agreements, investigator contracts and regulatory documents), tracking of site status during the set-up phase, tracking of patient recruitment, tracking of Serious Adverse Events, tracking of patient recruitment, tracking of protocol waivers and tracking of protocol violations).
- To assist with protocol review, if requested.
- To assist with CRF review, if requested.
- To aid the project team members in preparation for site selection visits.
- To help the project team members prepare initiation visits.
- To assist the project team members in preparation for monitoring visits.
- To help the project team members prepare close-out visits.
- To set-up and maintain Nexus study files.
- To coordinate the filing of all relevant documentation for the study in order to comply with the relevant SOPs and regulations.
- To act as a contact point for the sponsor in the absence of the Project Manager and CRAs.
- To act as the contact point for the investigator sites in the absence of the Project Manager .
- To conduct other tasks related to the project as requested by the project manager and other project team members
- To help the project team members prepare regulatory submissions
- To help the project team members prepare ethics submissions

This list of tasks is not exhaustive. The postholder may be asked to perform additional appropriate tasks depending on the demands of the service.