Job Description: Manager of Clinical Oncology

Supervisor: President & CEO

Education and Experience
- Minimum of three years oncology experience
- 5-7 years oncology experience preferred or three years management experience in clinical research
- Registered Nurse or SOCRA-certified a plus

Qualifications
- High degree of planning and organizational skills
- Ability to work well in a team.
- Ability to work well with other managers.
- Manage conflicts and resolve problems timely and effectively.
- Excellent interpersonal skills with proven written, presentation and verbal competencies.
- Strong ability to work autonomously.
- Strong ability to multi-task and manage competing priorities while demonstrating excellent customer service behavior.
- Ability to drive own vehicle to work – to and from clinics/hospitals.
- Ability to attend Tumor Board meetings.
- Ability to attend Research Meetings.
- Ability to attend Investigator Meetings with the PI.
- Ability to type and have basic word processing, internet access and some computer skills.
- Ability to manage staff, including performance evaluations.
- Positive attitude.

General Dimensions/Responsibilities
- Demonstrates knowledge and understanding of GCP guidelines and regulatory requirements to maintain patient safety, confidentiality and the integrity of the clinical trial process.
- Demonstrates behaviors that reflect quality, professionalism, team work and excellence.
- Maintains patient confidentiality at all times.
- Develops, establishes and maintains productive relationships with CCRP staff and all external customers and contacts to achieve essential research outcomes.
- Serves as an educational resource to all CCRP staff at the main office and satellite sites.
• Manages and Collaborates closely with the CCRP Clinical Research Team which includes Clinical Research Coordinators, Clinical Research Associates, QA Coordinators and Quality and Data Coordinators, and Regulatory Staff
• Collaborates closely with Principal Investigator, Associate PIs, all Sub-Investigators (treating physicians), and the CCRP President/CEO.
• Reports to the CCRP President and CEO/Principal Investigator.

Essential Functions of the Manager of Clinical Oncology
These functions include but are not limited to…
• Assists with managing the Clinical Research staff and Drug Accountability Coordinator including annual evaluations.
• Ability to attend Denver area Tumor Boards to further educate the sub-investigators of available clinical trials.
• Prepare presentations for Tumor Boards of new drugs being used in the clinical trials submitted to the IRB.
• Educate and meet with sub-investigators (treating physicians) re: existing clinical trials as well as determine specific population needs for clinical trials to dramatically increase accrual.
  o Increase clinical trials accrual by 20% annually.
  o Increase pharmaceutical trial accrual by 10% annually.
• Work closely with the Principal Investigator when choosing protocols for IRB submission.
• Responsible for the determination, site feasibility and physicians interested in studies where there is a limited number of sites allowed to participate in the clinical trial.
• Conduct mandatory monthly conference calls with all Clinical Research Coordinators, Clinical Research Associates and other required staff.
• Conduct weekly Treatment Meetings at the main office.
• Organize and prepare educational information for all Semi-Annual Coordinator Trainings.
• Coordinate monthly educational in-services.
• Continue the preparation/completion of all protocol reports for IRB, Feasibility Meetings, and Protocol Highlights for website posting.
• Maintain developed contacts with pharmaceutical companies to increase pharmaceutical trial activation within CCRP.
• Attend Investigator meetings with the PI
• Assessment of service to the physicians, hospitals and patients.
• Special projects as directed/requested by the President/CEO.

Statement of Employee and Behavioral Expectations
As an employee of the Colorado Cancer Research Program (CCRP), the Director of Clinical Operations (DCO) supports the mission, vision and standards of Good Clinical Practices as set forth by the FDA, OHRP, and CCRP. The Director of Clinical Operations is also familiar with all of CCRP’s policies and procedures. As a service organization, CCRP employees serve as a goodwill ambassador to promote and maintain positive, professional relationships with all patients, their families, physicians and staff.