



## Job Description

**Designation/Role:** QC Reviewer

**Department:** Clinical Operations

### **Job Description / Roles and Responsibilities for Job Title:**

- 1) Handles tasks under direction and guidance
- 2) Perform quality control procedures for clinical trials managed by the Clinical Operations department; review all study documentation for accuracy, consistency and completeness
- 3) Work with QC manager and QC Specialists to ensure study specific QC plans are followed during clinical trials, ensuring QC processes are in alignment with Cliantha Research SOPs and study protocols
- 4) Assist with the development of; and utilize QC checklists and other QC tools designed to document/track the QC review process
- 5) Communicate findings from QC reviews to the appropriate Clinical Operations staff via QC summaries, reports or verbally as required under the guidance of QC manager/QC Specialists
- 6) As required, follow-up on all QC findings, until a satisfactory resolution has been determined
- 7) Assure documentation review meets or exceeds designated timeline parameters
- 8) Maintain a working knowledge of relevant US, Canadian and European GxP regulations as well as ICH regulations
- 9) Ensuring training file and SOP reading is maintained and up to date
- 10) Ensure compliance with appropriate Cliantha Research SOP's, GCP and ICH guidelines
- 11) Participate in training sessions
- 12) Participate in training of staff as experience and qualifications permit
- 13) Work in a safe manner that does not endanger yourself or co-workers
- 14) Execute other duties as may be required by the QC Manager and other members of Management team as training and experience allow

### ***Any Additional responsibility given by Head of the Department / Management***

### **Qualifications:**

- High School diploma or equivalent. Prefer a Bachelor degree, with a minimum of two years of college, university, or technical school education in life science or relevant scientific discipline.
- Ability to use computers and software associated with their job function (e.g. Microsoft Excel, Word and Outlook)
- 0-2 years of relevant experience in a clinical research setting
- Strong eye for detail and ability to spot inconsistencies a must
- Good conflict management skills
- Displays a basic ability to identify, anticipate and define issues in a timely manner and to understand the potential impact of issues. Sufficient awareness to notify a supervisor when the problem is beyond the individual's ability to resolve, or as otherwise appropriate.



- Displays some analytical and problem solving skills and the ability to present solutions
- Excellent organizational skills, detail oriented, efficient and able to multi-task and prioritize effectively
- Excellent interpersonal skills
- Strong written and verbal communication skills
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The resumes can be submitted to [HRMississauga@cliantha.com](mailto:HRMississauga@cliantha.com)