

# Clinical Research Associate (CRA)

Job ID  
REQ-10017547  
Juli 31, 2024  
Singapur

## Summary

Internal Role Title: Clinical Research Associate

Location: Singapore #LI-Hybrid

### About the Role:

This role is to ensure sustainable trial execution at Site. Performs on-site and remote monitoring activities related to initiation, conduct and timely completion of Phase I-IV GDD trials within the country in adherence with monitoring procedures and processes in accordance with ICH/GCP, local regulations and SOPs. Proactive site performance management (recruitment & quality) and early identification of real site needs and issues as the single best point of contact for all sites.

## About the Role

### Key Responsibilities:-

- Frontline liaison between Novartis and sites to ensure successful collaboration, meeting Novartis expectation on milestone and deliverables with true ownership mindset Manages assigned study sites, conducting phase I-IV protocols according to the Monitoring Plan and Novartis procedures.
- Performs Site Initiation Visit, ensures site personnel is fully trained on all trial related aspects. Performs continuous training for amendments and new site personnel as required. Retrains site personnel as appropriate
- Conducts continuous site monitoring activities (onsite and remote). Implements site management activities to ensure compliance with protocol, ICH/GCP, global and local regulation including Health Authorities, IRB/EC, data privacy requirements, global and local processes as applicable. Documentation according to GDP and Novartis standards.
- Identifies deficiencies in site processes and monitor site processes performed outside the site, works in close collaboration with site on risks mitigation and process improvements. Promotes a compliance culture advocating adherence to highest standards and ethical integrity, ensuring human subject protection and reliability of trial results at all times.
- Establish a strong partnership and true collaboration with the site, to increase patient density and decrease issues at site. Early engagement with site on patient inventory and patient flow in advance of SIV in close collaboration with global and local study team.
- Performs Site Closeout activities per SOPs and applicable regulations to ensure that site is aware of any follow up activity and archiving requirements. Attends onboarding-, disease indication and project specific training and general CRA training as required.
- Proactively collaborates with the SSO Clinical Project Manager (CPM) and CRA Manager as well as

MSL, CRMA and medical advisor to ensure optimal recruitment, site development and data quality. Ensures that relevant site insights are shared with internal stakeholders such as site partnership manager, medical advisor, MSL and CRMA etc. to improve one Novartis approach to sites.

- Participates in audit organization and inspection readiness activities for monitoring and site related activities as required and ensures implementation of corrective actions within specified timelines. Collaborates with internal stakeholders and site personnel to manage data query resolution process and to ensure timely and accurate data entry.
- Ensures the site Investigator Folder is up to date. Responsible for collecting essential documents from site and accountable to keep up to date.

### **Essential Requirements:-**

- Degree in scientific or healthcare discipline plus relevant, related healthcare experience
- At least 2 years pharmaceutical industry experience or other relevant experience
- Central/in-house monitoring or field monitoring experience is desirable
- Decision capability. Excellent time management and organization capabilities
- Risk based mindset. Early adopter and open mindset across borders to support one study approach. Good knowledge of drug development process specifically clinical trial/research. Clinical and therapeutic knowledge. Knowledge of international standards. Understanding the purpose of the CRA
- Fast change adaptability to best partner & influencing with sites on fast changing landscape. Trust and rapport building is a very important skill needed.
- Good communication skills, ability to influence others & relationship management
- Ability to manage sites independently; Proven ability to work independently with minimal supervision. Good analytical thinking. Ability to anticipate potential issues and take appropriate actions with or without supervision.

### **Why Novartis?**

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

**You'll receive:** You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

### **Commitment to Diversity & Inclusion:**

We are committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

**Join our Novartis Network:** If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

**Why Novartis:** Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Division

Development

Business Unit

Innovative Medicines

Standort

Singapur

Site

Mapletree Business City (MBC)

Company / Legal Entity

SG04 (FCRS = SG004) Novartis Singapore Pte Ltd

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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