

POSITION ANNOUNCEMENT

Clinical Records Manager for a leading biopharmaceutical company located in RTP, North Carolina

Responsibilities:

Will manage clinical records involving the storage, retrieval and protection of clinical records in both physical and electronic forms, including records stored at off-site facilities, and records stored in electronic repositories.

Designs, develops and implements processes and procedures for filing, retrieving, storing, preserving, and protecting of clinical records.

Ensures that all records, both physical and electronic, are accurately catalogued and filed; and that locations of all physical records are accurately captured and that all records can be readily retrieved.

Establishes a quality oversight process for the retrieval and processing of clinical records.

Conducts facilities planning by reviewing short- and long-term resource and space requirements to identify and evaluate possible options for on and off site locations.

Collaborates with functional groups within the Company to develop, implement and maintain a disaster preparedness and business continuity program.

Maintains state-of-the-art understanding of the field, through review of published materials, and attendance at industry meetings.

Manages staff that performs the administrative and technical duties to support records management.

Hires and manages performance, and coaches staff in performing their duties. Provides direction, leadership and training to maximize their potential.

Requirements:

Bachelor's degree in information management, library science, or similar discipline.

Five or more years experience in the records management field, including experience using electronic records management systems, with progressive experience managing active, inactive and archived records, analyzing business processes, and developing and implementing records procedures.

Pharmaceutical industry experience is preferred involving the design and development of record-keeping systems, policies and procedures.

Supervisory experience, including interviewing, hiring, managing performance, and coaching employees; and planning and organizational skills are required.

Solid working knowledge of word processing, spreadsheet, email and presentation software (MS Office Suite). Background in electronic data capture (EDC) and/or clinical trial management systems (CTMS) is required.

A strong working knowledge of GCP/ICH regulations and guidelines.

For information, contact:

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