Job Description for Feasibility Coordinator **Version 1.0; October 2021**

Job Summary: Responsible for developing relationships with clinical trial sites (single sites, site management organizations, hospitals, universities, etc.) for the execution of clinical trials. Will carry out duties ensuring effective pre-qualification of sites, site relationships throughout a trial, and site satisfaction/metrics to determine future use of sites. Will inform Business Development and Clinical Operations of trends, site metrics, and suitable clinical trials sites for potential clinical trials.

Reports To: Director of Clinical Operations

Primary Responsibilities:

- Lead and manage the process of clinical site feasibility in support of both Business Development (pre-study questionnaires, data collection for proposals, etc.), as well as Clinical Operations once sites are identified and are engaged in a clinical trial
- In cooperation with the Proposals Team, generate questionnaires and communication to develop cost proposals providing input and advice relating to operational strategy, supporting client interactions and long-term strategic site relationships
- Serve as technical expert in Feasibility process for internal and external clients and to provide strategic input to Business Development, Clinical Operations, and Sponsors
- In cooperation with Finance department, assist in the management of site-level contract development and negotiation

Other Responsibilities:

- Assists in pre-study activities including review clinical protocols, study assumptions, client information, and study plans for US and global trials
- Assists in researching, compiling, and analyzing information on therapeutic area(s) contained in the clinical protocol (This may include any or all of the following: incidence, prevalence, standard of care, factors determining and influencing indication frequency and distribution, treatment trends, competing trials, etc., and use this information to provide an overall assessment of the feasibility of the study plan.)
- Interface with consultants and partners and collaborate with internal and external sources to gather and share feasibility information
- Assists in the design of site surveys/questionnaires to obtain key information (e.g., investigator feedback on projected enrollment, feasibility of the study, and site capabilities
- Oversee site information collection process and assess compiled information for trends and site capabilities
- May provide input to proposals to help build project assumptions, budget, and timelines
- May participate in strategy meetings with internal and external groups
- Provide feasibility reports and feasibility presentations
- Create and maintain KPI metrics for each clinical study including sites required, secured, and patient enrollment per contract
- Liaison to Finance for pending site payments, payment holdbacks, and closeout activities

Qualifications:

- Bachelor's degree in relevant field
- At least 3 years working in a clinical trial site
- At least 1 year working as a feasibility coordinator for an SMO, CRO or Sponsor OR 2 years working as a Clinical Research Associate (CRA)
- Working knowledge of GCP, ICH Guidelines, and other applicable regulations.

- Proficiency in Microsoft Office 365 programs
- Demonstrates strong analytical problem-solving skills
- Strong written and verbal communication skills
- Detail-oriented with good organizational traits
- Must be results-oriented, a multi-tasker, and quick learner responding to the urgent needs of the team
- Demonstrate a strong track record of meeting deadlines

Travel Requirements:

- This position may require up to 25% travel

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Employee Signature Date

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Supervisor Signature Date