ReCor Medical
Ultrasound Denervation Therapies

Clinical Trial Specialist
Department: Clinical Affairs
Reporting to: Clinical Affairs Manager
Location: Palo Alto
Workplace Type: Hybrid
Expected Travel: Minimal

About ReCor Medical
At ReCor Medical, we are pioneering Ultrasound Renal Denervation (uRDN) therapy to treat hypertension, the leading cardiovascular risk factor in the world. With our Paradise™ uRDN System, we're on a mission to provide the millions of people who suffer from hypertension with a non-drug and minimally invasive option to lower their blood pressure safely and effectively. Join us on our journey and make a meaningful impact on the lives of people around the globe.

Position Summary
The Clinical Trial Specialist (CTS) works closely with the clinical team to support project related activities and is responsible for maintaining project and site related documentation and managing study supplies.

Responsibilities and Duties
- Set-up and maintain study specific Trial Master File (TMF); electronically (eTMF) and/or via paper, to support audit and inspection readiness.
- Collaborates with study team to develop template Informed Consent Form, Clinical Study Agreement, and project related documents, as needed.
- Assembles and maintains site binder(s).
- Collect and file investigator and site information required for site activation.
- Review and track site documentation throughout the project to ensure they are accurate, current, complete, and compliant with Data Protection, GCP, relevant local laws and regulations, SOPs, study protocols and manuals.
- Support clinical team during all phases of the study from start-up to site closure.
- Participates in and may lead regular meetings to share best practices, identify process improvements, and create consistency across team.
- Manage investigational device inventory, shipments, reconciliation, and record maintenance as needed.
- Coordinate study supply inventory and shipments to sites.
- Support vendor management, including study specimen collection, product accountability, reconciliation, and shipment, and training coordination, as needed.
- Support CRAs with submissions to Ethics Committee/Institutional Review Board (IEC/IRB), and regulatory authorities.
- Provide support to CRAs for monitoring activities and review study data, as needed.

- Create purchase orders (PO), contracts, process site and vendor invoices/payments and support study accrual activities, as needed.
- Work collaboratively with global and cross-functional team members to share best-practices and provide input on process improvement initiatives.
- Liaise with Central IRB for assigned studies, as needed.
- Other duties as assigned.

Requirements

- Bachelor's Degree or International equivalent preferred.
- 2-4 years clinical research experience preferred.
- Strong attention to detail and organizational skills.
- Excellent verbal and written communication skills.
- Technical experience preferred, including Teams, Word, Excel, eTMF.

Salary range: $80K - $100K (Commensurate with experience, skills, education and training)

COVID-19 vaccination requirements

At ReCor Medical, we care, we collaborate, we challenge, and we create. Pursuant to these core values, we are focused on the health and safety of our employees, as well as the teamwork essential for innovation of our pioneering technology.

COVID19 vaccines are required for all ReCor US office employees effective June 10, 2021, as well as all new US office employees joining our company. Fully vaccinated persons are those who are >=14 days post-completion of the recommended series of an FDA-authorized COVID-19 vaccine.

Equal Employment Opportunity

At ReCor Medical, we value bringing together individuals from diverse backgrounds to develop new and innovative solutions for patients. As an equal opportunity employer, we do not discriminate on the basis of race, color, religion, national origin, age, sex (including pregnancy), physical or mental disability, medical condition, genetic information gender identity or expression, sexual orientation, marital status, protected veteran status, or any other legally protected characteristic.