

Assignment 4:2 – Application Package

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Clinical Research Associate

📍 Calgary, AB, Canada

Novartis

27 Current Jobs Openings

Job Description

46,000! That is the number of patients in clinical trials globally at Novartis. The Trial Monitoring organization (TMO) drives execution of clinical trials in countries ensuring highest quality monitoring at sites. As a Clinical Research Associate, you will participate to the Canadian implementation and the conduct of clinical trials at different sites on investigational therapies that have the potential to significantly improve patient outcomes.

POSITION BASED OUT OF VANCOUVER, CALGARY OR EDMONTON

Your responsibilities:

Your responsibilities include, but are not limited to:

- ✔ Conducts site selection for potential sites to evaluate their capabilities for conducting a clinical trial. Recommends sites to participate in clinical trial
- ✔ Manages assigned study sites and networks, if applicable, conducting phase I-IV protocols according to the monitoring plan ICH/GCP 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.
- ✔ Conducts continuous monitoring activities (onsite and remote). Implements site management activities to ensure compliance with protocol, GCP, global and local regulations, global and local processes to secure data integrity and patient safety
- ✔ Is accountable for continuously updating all electronic systems (global and local) relevant to perform job functions
- ✔ 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 trainings and general CRA trainings as required
- ✔ Participates to audit organization and inspection readiness activities for monitoring and site related activities as required and ensures implementation of corrective actions within specified timelines

Minimum requirements

What you'll bring to the role:

- ✔ Up to 2 years pharmaceutical industry experience with monitoring experience.
- ✔ Excellent communication skills (oral and written), ability to influence others.
- ✔ Ability to manage sites independently; Proven ability to work independently with minimal supervision.
- ✔ Good strategic thinking.
- ✔ Ability to anticipate potential issues and take appropriate actions with or without supervision.
- ✔ Advanced data accuracy: Ability to work focused with a great attention to detail.

You'll receive:

An inspired, engaging and dynamic team of individuals to work with. Competitive salary, annual bonus, pension scheme, health insurance, flexible working arrangements, subsidized dining facilities, employee recognition scheme. Find out more about Novartis Canada: <https://www.novartis.ca/>

Why consider Novartis?

769 million. That's how many lives our products touch. And while we're proud of that fact, in this world of digital and technological transformation, we must also ask ourselves this: how can we continue to improve and extend even more people's lives?

We believe the answers are found when curious, courageous and collaborative people like you are brought together in an inspiring environment. Where you're given opportunities to explore the power of digital and data. Where you're empowered to risk failure by taking smart risks, and where you're surrounded by people who share your determination to tackle the world's toughest medical challenges.

Imagine what you could do at Novartis!

Works Cited

"Clinical Research Associate Job in Novartis - Calgary, AB." MNCJobsCanada,

[https://ca.mncjobz.com/jobs/clinical-research-associate-calgary-](https://ca.mncjobz.com/jobs/clinical-research-associate-calgary-1096038?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

[1096038?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_m](https://ca.mncjobz.com/jobs/clinical-research-associate-calgary-1096038?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

[edium=organic.](https://ca.mncjobz.com/jobs/clinical-research-associate-calgary-1096038?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

21 Park Ln Cir
North York, ON M3B 1Z8

November 29, 2021

Sascha Bartley
Clinical Trials Manager
Novartis Pharmaceuticals Canada Inc.
Dorval, QC H9S 1A9

Dear Mr. Bartley,

Please consider my application for a clinical research associate position on the Novartis Pharmaceuticals team in Calgary, as advertised on November 15 on mncjobz.com. I will graduate from the University of British Columbia on June 30 of 2024 with an integrated Bachelors of Computer Science Degree. Novartis' dedication to advancement in the realm of digital and technological transformation best aligns with my interest in research and innovation in the medical healthcare industry.

As you can see from my enclosed résumé, for two years I worked as a part-time clinical research assistant, before being promoted to a full-time clinical research coordinator at the Vancouver General Hospital. This experience, combined with earlier experience built around the healthcare sector, has given me first-hand experience of assisting and caring for the needs and medical attention of clinical patients.

As a computer science student, I am well aware of the clinical standards and medical compliances required to meet safety standards and good clinical practice procedures when managing patients. In addition, my development in the realm of software and computing will be assets to the technological advancements of electronic database systems.

I take pride in working in the healthcare environment, and providing the best standards to resolving patient inquiries. My experience, education, and personality have prepared me to work well with team members, and come to creative resolutions around challenges.

I believe I would be a great fit to the Clinical Trials team at Novartis Pharmaceuticals. I have attached my résumé and can be contacted at (416) 123-4567 or via email at jordanzhao@ubc.ca.

Sincerely,



Jordan Zhao
Encl. Résumé

Jordan Zhao
 21 Park Ln Cir
 North York, ON M3B 1Z8
 Phone: (416) 123-4567
 Email: jordanzhao@ubc.ca

- Objective** Software Engineer for a healthcare tailored pharmaceutical company, leading to further development and a senior position
- Education** *The University of British Columbia, Vancouver, BC*
- 2021-Present
- Bachelor of Computer Science
- 2015-2020
- Bachelor of Science in Biology
- Employment** *Vancouver General Hospital, Vancouver, BC*
- 2020-2021
- Clinical Research Coordinator
- Planned and performed experiments, utilized complex procedures and techniques; troubleshoot problems; collected, recorded, analysed and interpreted results
 - Assisted in the planning, organizing, and delivery of multiple concurrent clinical trials in accordance with study requirements and Good Clinical Practice
 - Implemented study protocols, submitted ethics applications (renewals and amendments), and communicated clinical trial activity with nursing staff, research team members, and representative on PI's behalf
 - Participated in development and evaluation of strategies to meet clinical trial goals and objectives, oversaw project progress, and ensured enrolment expectations were met
- 2019-2020
- Clinical Research Assistant
- Collected and entered research data into paper and electronic Case Report Form databases
 - Assisted in the documentation of medical imaging records and processed reports in regulation with proper documentation practices
- Projects**
- 2021
- Lippie – AI framework to make suggestions for consumer experience
- Built alongside a team using Figma to prototype the app, used React to build the front-end, used Node/Express for the back-end, and plan to use MongoDB to keep track of user data
 - Under development
- References** Available on Request.

To: Nichole Owens (nicholeowens@vgh.ca)
From: Jordan Zhao (jordanzhao@ubc.ca)
Date: November 29, 2021
Subject: Request for Reference – Jordan Zhao

Dear Ms. Owens,

I hope you have been well since we last spoke. I am writing to request a letter of reference for a clinical research associate position.

As you may know, I will be beginning my co-op placement work term at the end of August. As such, I am beginning my job search for a new position in the healthcare and technology field. During the time that I worked for you at Vancouver General Hospital throughout the past years, your mentorship and technical skills have helped me learn beyond the scope of clinical research at the local level. I developed skills working in the medical environment that I hope to translate to the bigger scale along with the addition of software development. As an experienced manager and team lead, your reference would be an excellent addition to my application.

If you comfortable with providing a positive reference for me, please let me know by December 3rd, 2021, as I will need to have my references ready by then. If you have any further questions or comments, please do not hesitate to contact me at (416) 123-4567 or via email at jordanzhao@ubc.ca.

Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,



Jordan Zhao

Encl. Résumé and Cover Letter

To: John Banks (johnbanks@crc.ca)
From: Jordan Zhao (jordanzhao@ubc.ca)
Date: November 29, 2021
Subject: Request for Reference – Jordan Zhao

Dear Mr. Banks,

I hope you have been well since we last spoke. I am writing to request a letter of reference for a clinical research associate position.

As you may know, I will be beginning my co-op placement work term at the end of August. As such, I am beginning my job search for a new position in the healthcare and technology field. During the time that I worked for you at Canadian Red Cross throughout the past years, your mentorship and technical skills have helped me build firsthand skills as a technician in the healthcare field. I developed skills working in the medical equipment that I hope to translate to the bigger scale along with the addition of software development. As an experienced manager and team lead, your reference would be an excellent addition to my application.

If you comfortable with providing a positive reference for me, please let me know by December 3rd, 2021, as I will need to have my references ready by then. If you have any further questions or comments, please do not hesitate to contact me at (416) 123-4567 or via email at jordanzhao@ubc.ca.

Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,



Jordan Zhao

Encl. Résumé and Cover Letter

To: Ray McAlistar (raymcalitsar@vgh.ca)
From: Jordan Zhao (jordanzhao@ubc.ca)
Date: November 29, 2021
Subject: Request for Reference – Jordan Zhao

Dear Mr. McAlistar,

I hope you have been well since we last spoke. I am writing to request a letter of reference for a clinical research associate position.

As you may know, I will be beginning my co-op placement work term at the end of August. As such, I am beginning my job search for a new position in the healthcare and technology field. During the time that I worked for you at Vancouver General Hospital throughout the past years, your mentorship and technical skills have helped me learn beyond the scope of clinical research at the local level. I developed skills working in the field of electrophysiology that I hope to translate to the bigger scale along with the addition of software development. As an experienced electrophysiologist and team lead, your reference would be an excellent addition to my application.

If you comfortable with providing a positive reference for me, please let me know by December 3rd, 2021, as I will need to have my references ready by then. If you have any further questions or comments, please do not hesitate to contact me at (416) 123-4567 or via email at jordanzhao@ubc.ca.

Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,



Jordan Zhao

Encl. Résumé and Cover Letter