



**Company Description:** Crescendo Bioscience is developing a broad range of quantitative, objective diagnostic tools that provide rheumatologists with deeper clinical insights to more effectively manage patients with autoimmune and inflammatory diseases. The company applies a comprehensive suite of molecular profiling technologies to discover biomarkers and develop diagnostics that help physicians with the diagnosis, prognosis, and treatment of disease.

**Position:** Clinical Information Associate

**Overview:** The Clinical Information Associate (CIA) will be responsible for study data collection and management. The CIA will be an integral member of the Clinical Operations team. In collaboration with the programming team, they will implement and manage data collection. The CIA will work closely with study coordinators for site training in the use of the Electronic Data Capture (EDC) interface. This individual will participate in all aspects of study development, start-up, and on-going study activities. The CIA will assist with Case Report Form (CRF) design and advise the study team on key elements of data collection. This person will have responsibility for clinical data, with an emphasis on rigorous maintenance of the integrity, privacy, and completeness of patient information provided by individual sites. The CIA will work closely with the Clinical Research Associates.

### **Principal Responsibilities**

- Monitor and manage clinical study data collection and related processes
- Monitor CRF receipt and data entry process
- Develop and execute optimal system for database queries and perform data discrepancy management
- Review and resolve data discrepancies through communication with site study coordinators
- Coordinate receipt and tracking of clinical samples with research and development personnel
- Follow up with sites on sample collection form discrepancies
- Ensure procedures are followed for database lock prior to study analysis and reporting
- Work across departments to coordinate and track sample acquisition and data progress

### **Requirements**

#### *Qualifications and Experience:*

- Bachelor's degree, scientific discipline preferred
- Minimum of 4 years experience in clinical data management
- Experience with EDC systems, design, and implementation
- Proficient with all elements of MS Office, particularly Excel
- Collaborative interpersonal skills
- Able to adapt to rapidly changing demands of fast paced and novel start-up environment

#### *Desired Skills*

- Experience in medical diagnostic clinical trials
- Experience in Rheumatology and Immunology
- Experience with CLIA, FDA regulations
- Knowledge and understanding of GCP and design control
- Experience in software programming

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