Medical Director of the Adult Clinical Trials Office (CTO)- (3.60 Calendar)

The medical director is responsible for overseeing and coordinating all activities of the Adult Clinical Trials Office. The medical director will oversee the administrative director of operations for the Adult CTO and is responsible for its administration and day-to-day operation to assure efficient management of the Adult Clinical Trials Office.

Mission and Responsibilities of Cancer Center CTO

The CTO's mission is to facilitate high-quality clinical and translational research. Comprehensive CTO services are available to all cancer center investigators throughout the life cycle of a clinical trial. The CTO has the following responsibilities:

1. Assist with protocol development beginning at the LOI/concept stage, including project management, coordination with basic and translational researchers in cancer center Working Groups, and delivery of the final protocol for scientific review.
2. Coordinate IND and IDE submissions.
3. Collaborate with the Scientific Review Committee to facilitate and ensure timely review, and work with the Protocol Progress Committee to close poorly performing studies.
4. Recruit, train, and supervise a diverse clinical research staff to provide comprehensive quality, fiscally responsible, and efficient clinical trial management services.
5. Partner with the cancer center's Office of Community Outreach and Engagement to engage the community and expand access to clinical trials across the catchment area and beyond.
6. Collaborate with the cancer center's chief compliance officer to support adherence to the cancer center's Data and Safety Monitoring Plan.
7. Support the Biostatistics and Data Management Shared Resource in database development and data management for clinical and translational research.
8. Oversee clinical research activities via OnCore®—the centralized clinical trials management system and electronic data capture system—for all cancer center and multi-center IITs.
9. Complete a Medicare Coverage Analysis to ensure financial compliance and accurate billing.
10. Manage timely submission of data to meet NCI Clinical Trials Reporting Program requirements.
11. Coordinate for IU-led multicenter IITs.
12. Support NCI-funded IU-led translational research.
13. Assist investigators to maintain active registration with NCI, Cancer Therapy Evaluation Program, and Central Institutional Review Board databases.

14. Onboard new faculty and trainees, providing standardized training and introducing them to the cancer center clinical research infrastructure, policies, and standard operating procedures (SOPs).

We accomplish these responsibilities through the following Specific Aims: **Aim 1:** Facilitate the efficient development, conduct, and reporting of clinical trials across the range of therapeutic, interventional, correlative, and population-based studies by maintaining a centralized infrastructure and educated workforce; **Aim 2**: Expand access to clinical trials, particularly for underserved populations, to better reflect and serve our catchment area while reducing the time to study completion.

Interested candidates should apply by March 15. Please submit your application, including a CV and a cover letter, through this Qualtrics survey. In your cover letter, please describe your interest and experience in leadership roles.

Questions about the position can be sent to Mike Darling, associate director of administration, at mwdarlin@iu.edu.