**POSITION DESCRIPTION**

**POSITION TITLE:** Clinical Trials Unit Pharmacy Specialist

**REPORTS TO:** Principal Investigator

**LOCATION:** New York Metro Area

**OVERALL JOB FUNCTION:**

The Clinical Trials Unit (CTU) Pharmacist will provide technical assistance on best pharmacy practices and supply chain management to a total of five affiliated Clinical Research Sites (CRSs) based in New York City, Eswatini, and Kenya.

**ESSENTIAL DUTIES:**

* Support each CRS Pharmacist of Record (PoR) in the development of pharmacy plans, as required by NIH DAIDS Pharmacy Affairs Branch (PAB), and standard operating procedures (SOPs) for upholding standards of good pharmacy practice, including supply chain management in both US and international sites
* Assess CRS PoR’s training needs and facilitate and/or organize training for pharmacy providers at all supported CRSs on good pharmacy practices.
* Closely support PoRs at each affiliated CRS to develop and implement Quality Control and Quality Assurance plans as part of clinical quality management plans.
* Facilitate interactions between CTU, all CRSs, the Clinical Research Networks and DAIDS staff including PAB. Compile and disseminate across the CTU sites key lessons learned from PAB, site monitors, and other key stakeholders and disseminate.
* Other duties as assigned by the CTU Coordinator and Principal Investigators
* Travel to international sites will be a requirement of this role.

**QUALIFICATIONS:**

* Candidates should hold at least an advanced recognized Pharmacy Degree or diploma
* 3-5 years experience in working in a research setting, with direct experience dispensing investigational new drugs or similar investigational products
* Knowledge and experience in the design, implementation and management of supply chain systems
* Computer skills including ability to use Word and MS Excel.
* Prior management experience preferred