Title: Clinical Site Liaison

Hiring Manager: Director, Clinical Site Management & Monitoring Oversight

Function: Clinical Operations

Location: Remote

Position Summary:

As a Clinical Site Liaison, you will be responsible for developing and nurturing strong Upstream Bio – Clinical Trial Site relationships while also optimizing site performance, particularly enrollment, and overseeing CRO site management and monitoring activities, using a risk-based approach. The primary goal of this role is to build/support site relationships while also ensuring quality monitoring oversight and delivery of data of high integrity. The individual in this role is responsible for working directly with the internal study teams, CRO partners and clinical trial sites in the areas of Allergy/Immunology/Respiratory.

This role will report to the Director, Clinical Site Management & Monitoring Oversight.

Key Responsibilities:

Relationship Building

- Enhance the development and maintenance of relationships with clinical investigators working on Upstream Bio's studies outsourced to CRO partners through on-going site relationship management.
- Provide an interface among study sites, Upstream Bio and CRO partners to create an optimal environment for clinical trials, enabling timely and high-quality output.
- Coordinate regular, fit for purpose, communication with clinical sites to align interactions with CRO and relevant internal stakeholders to assure a harmonized approach to site relationship and optimize site performance and quality delivery.
    - May attend SIVs and Motivational/Booster visits/calls in collaboration with CRO partner.

Recruitment Support

- Maintain an operational knowledge of the protocol(s), answer site/CRO questions as applicable and assist in the escalation process in connecting site/CRO to UPB personnel.
- Leverage experience and deep insight from interactions with clinical sites to provide strategic input on effective recruitment, outreach, and optimization strategies. Maintain and assist with the development of plans and tools to carry out these strategies, as appropriate.

Monitoring Support

- In collaboration with CRO partners and as approved by the Clinical Operations Lead, perform on-site visits in support of continued site engagement and data quality, identify and remove barriers to performance and to oversee on-site outsourced monitoring activities.
- Document and communicate observations from onsite monitoring activities (such as key areas of risks and noncompliance).
- Provide ongoing risk assessment review of available data resources, review the site performance/CRO monitoring performance to identify trends, risks, and opportunities.
- In collaboration with the Clinical Operations Lead, perform sampling review of monitoring visit reports (on-site and central review reports) completed by CRO partner.
- Contribute to process improvements and knowledge/ sharing of best practices.

Qualifications/Essentials for Role:

- Bachelor's Degree or international equivalent required; Life Sciences preferred. Advanced degree highly desirable.
- Strong knowledge of ICH/GCP
- 8+ years of relevant clinical trial research experience
    - Onsite/central monitoring and/or clinical lead/study-management experience.
    - Site facing experience required
- Monitoring experience in respiratory disease preferred.
- Biotech or pharma industry experience is strongly preferred.
- Experience overseeing/managing outsourced site management and monitoring activities.
- Excellent verbal and written communication skills
- Excellent attention to details
- Ability to travel, primarily domestically, likely 20-25%

About Upstream Bio:
Upstream Bio is a public company based in Waltham, MA. We are developing verekitug, the only known antagonist currently in development that targets the receptor for Thymic Stromal Lymphopoietin (TSLP). We have advanced this highly potent monoclonal antibody into separate Phase 2 trials for the treatment of severe asthma and chronic rhinosinusitis with nasal polyps (CRSwNP) and plan to initiate development in chronic obstructive pulmonary disease (COPD). Our experienced team is committed to maximizing verekitug's unique attributes to address the substantial unmet needs for patients underserved by today's standard of care. Learn more about us at upstreambio.com.

Interested candidates, please contact:
Recruiting@upstreambio.com