

## JOB DESCRIPTION

**POSITION TITLE:** *Consultant Manager*

**REPORTS TO:** *Director of Operations*

**EXEMPT/NON-EXEMPT:** Exempt

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### POSITION OVERVIEW:

The Consultant Manager is responsible for all aspects of managing independent consultants including physician reviewers (e.g. radiologists, cardiologists, etc.) for clinical trial services. The Consultant Manager will be closely involved with all aspects of consultant-engagement including recruitment, contracting, onboarding, scheduling, and managing consultants. The Consultant Manager will be instrumental in overseeing MMI's relationships with its consultants.

### DUTIES AND RESPONSIBILITIES:

- Recruitment of Independent Consultant Physician Reviewers for clinical trial services, including:
  - Identify, engage and recruit new independent physician consultants
  - Verify physician consultants' credentials per needs of the business
  - Effectively communicate and present relevant project summaries and updates
  - Ensure the onboarding process is completed and documented, e.g. vendor qualification, obtain required documentation, execute contract exhibits, coordinate training, etc.
- Management of Independent Consultant Physician Reviewers for clinical trial services
  - Assign independent consultant physicians to projects with input from the lead Clinical Project Manager (LCPM) and/or Data Services Manager (DSM), as needed
  - Establish compensation strategy for projects
  - Draft and execute project-specific contract exhibits
  - Ensure that project-specific training is completed and documented
  - Coordinate with Clinical Project Management (CPM) and Data Services (DS) teams to schedule independent consultant physician reviewers in support of analysis delivery and other project needs
  - Triage requests and confirm availability for special request analysis needs
  - Notify independent consultant physician reviewers of analysis and timelines
  - Monitor analysis work being performed until completion and delivery to the client
  - Oversee documentation and communication related to change management stemming from updates to projects
  - Serve as a primary point of communication between the consultants and MMI staff
  - Review, reconcile, and approve invoices for work performed by consultants

- General & Internal
  - Support the development of client deliverables in close collaboration with the CPM and DS teams
  - Identify, forecast and propose solutions for current and future project/operational consultant needs
  - Develop and implement procedure/process/tools required to ensure timeliness & quality of work
  - Be accountable for billing support and invoice reconciliation to ensure accuracy
  - Ensure that divisional and department goals are met
  - Tactfully communicate with consultants, clients, and internal MMI team members
  - Lend expertise/assistance to internal teams
  - Assist in evaluation and redesign of organizational offerings
  - Recognize areas for internal improvement and develop plans for their implementation
  - Understand the Medical Metrics Quality Policy and support the achievement of the organization's quality objectives and take corrective action when necessary to mitigate organizational risk
  - Comply with company policies and procedures, ISO 9001 and 21 CFR Part 820, and current Good Clinical Practices (cGCP's) relative to job tasks
  - Ensure compliance with HR policies and procedures

#### **EDUCATION AND EXPERIENCE:**

- Degree in Business, Healthcare Management, related discipline or related work history
- Minimum of 3 years professional experience
- Minimum of 1 year medical office/hospital/clinical research experience
- Proven experience managing people and timelines to meet business goals and objectives

#### **SKILLS REQUIRED:**

- Self-motivated, disciplined individual, successful working at a high level in a fast-paced environment
- Exceptional communication
- Solid analytical and problem-solving capabilities
- Impeccable attention to detail and quality
- Effective organizational, leadership, and project management skills
- Able to manage multiple ongoing projects/tasks under tight timelines
- Excellent computer skills
- High standards for performance – ethics, quality and quantity of work performed
- Ability to work both as an individual contributor and as a team member

**PLUSES:**

- Experience working with physicians, particularly in a managerial capacity
- Experience with development of programs, processes, SOPs, etc.
- Prior experience at an imaging core lab, contract research organization (CRO), regulatory agency, device manufacturer, or pharmaceutical / biotech company
- Experience with global clinical trials, particularly those involving diagnostic medical imaging

**COMPANY & COMPENSATION:**

- Medical Metrics Inc. (MMI) is a fast-growing, independent imaging core laboratory and medical imaging solutions company based in Houston, TX. MMI provides image analysis and consulting services to medical device, biologics, and pharmaceutical companies in support of their clinical trials and product R&D.
- Competitive salary, commensurate with experience and qualifications
- Excellent benefits package including medical, dental, and life insurance, 401(k) plan, and paid vacation and holidays

For further information, please contact:

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