

Job Description Clinical Research Coordinator



JOB SPECIFICATION:

Qualification:	<p>A bachelor's degree in nursing or a health science field is a standard prerequisite for Clinical Research Coordinators.</p> <ul style="list-style-type: none">- Capable of working independently with minimal supervision and also as part of a team- Skilled with standard computer programs including the MS Office suite (Word, Excel, Powerpoint)- Possess superior analytical and organizational and time management skills- Good Inter-personal & communication skills (Written and Verbal)- Good Clinical Practice (GCP) certification- Good Documentation Practice (GDP)- Understanding of medical terminology as well as standard clinical procedures and protocols- Prior experience training and mentoring staff members are preferred- Ability to lift to 20 pounds for a short period and capable of standing for extended periods
Experience:	0-2 years relevant clinical research experience
Qualities:	Ready to learn new things, out of box thinker, Have to go-getter attitude, who wish to grow together with a start-up company
Job Location:	Shaligram Lakeview, Nr. Vaishnodevi Circle, Khoraj, Gandhinagar – 382421

JOB RESPONSIBILITIES:

- Responsible for overseeing the day-to-day operations of clinical trials and studies.
- Attend seminars and events to promote studies, recruit and screen study participants, as well as document and report on the daily operations of a study.
- May work for pharmaceutical companies, hospital research departments, or private businesses
- Responsible for ensuring study complies with local and national and international laws and regulations
- Recruits and screens potential study participants and performs intake assessments
- Creates and/or maintains all documents and records related to the study
- Acts as a point of reference for study participants by answering questions and keeping them informed on the study progress
- Manages the inventory of equipment and supplies related to the study and orders more as needed
- Collects specimens and inputs data and patient information into electronic systems
- Creates reports on each study, including notes on protocols, workload, data collection, and more