

Job Description Quality Control Coordinator



JOB SPECIFICATION:

Qualification:	<p>A bachelor's degree in nursing or a health science field is a standard prerequisite for Quality Control 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:

- Perform QC reviews at various stages in every study
- Review of the TMF at every stage of the project (before initiation, during clinical conduct, and end of the study)
- Perform reviews of the source documents, case study reports, etc for accuracy and completeness.
- Ensuring compliance with current regulations
- Monitoring and reporting on all activities, processes, and procedures.
- Developing internal auditing tools and conducting internal audits and reports.
- Determining data-driven solutions and implementing quality improvement plans.
- Performing regular inspections and reviews to ensure the technical team adheres to protocol, SOPs, quality, and safety policies.
- Assisting with the development of company policies, processes, and procedures.
- Providing departments with quality planning and support.
- Conducting or assisting with regulatory and quality training sessions.
- Preparing and maintaining quality management documentation
- Archive study data at the end of the study