Clinical Research Coordinator / Coordinator (Haematology-Oncology Research Group)

National University Cancer Institute, Singapore (NCIS)

Role

A Haematology-Oncology Research Group (HORG) Clinical Research Coordinator plays a critical role in the conduct of cancer-related clinical trials at the National University Hospital (NUH), with a satellite site at Ng Teng Fong General Hospital. He/she will assist the Principal Investigator in all manner of clinical trial activities, from recruitment, screening and coordination of trial-related procedures, and contribute to maintaining the high-quality, world-class clinical research that defines NCIS. Individuals applying should be passionate about helping others and committed to ensuring a smooth patient journey for our clinical trial patients at NCIS. Applicants should be confident, dynamic individuals who enjoy working with others and possess good interpersonal skills as well as the ability to empathise with cancer patients. In addition, he/she should be methodical and well-organised, and demonstrate core values of respect, integrity and excellence. A structured training programme will be provided to acquire all the necessary skills to excel in the role.

Responsibilities

a) To adhere to compliance with Research Governance, Good Clinical Practice, Data Protection and Ethical Requirements

b) To ensure the study and study procedures are conducted in accordance with the study protocol

c) To participate in patient recruitment

d) To ensure informed consent procedure is followed

e) To coordinate patient visits for future tests and procedures

f) To organise and participate in site initiation visits

g) To arrange for clinical and laboratory investigations to be carried out according to protocol

h) To collect and collates research data, ensuring its accuracy and completeness

i) Ensure timely and accurate transcription of information on source documents, paper case report forms (CRFs), or electronic CRFs

j) To label and ensure biological specimens are delivered in the correct conditions as specified in the trial protocol

k) To assist investigator(s) in adverse events / serious adverse events reporting

l) Creation and maintenance of all trial files, including the trial master file, and oversight of site files

Qualifications

a) Science-related qualifications are preferred but degrees in other fields will be considered as well

b) Ability to work both independently and in a team

c) Good communication skills. Ability to speak Mandarin and common local dialects will be an added advantage

d) Good patient interaction skills

e) Be flexible and self-motivated

f) Ability to write clearly

g) Possess excellent organisational skills

h) Enjoys paying attention to detail

i) Computer literacy

j) Ability to work flexibly with occasional weekends and late nights

Interested candidates may submit resume to horg@nuhs.edu.sg with email title "Resume for CRC job application - <your name>"