



## Job Description

Department	Clinical Data Management
Designation	Clinical Data Coordinator
Location	Ahmedabad
Basic qualification required	M. Sc. / B. Pharm
Experience	02 – 04 Years
Brief JD	<ol style="list-style-type: none"><li>1. Create, maintain and update study specific documents like DVP, data reconciliation plan and other study specific documents.</li><li>2. Designing Case Report Forms for paper and EDC studies and reviewing CRFs design.</li><li>3. Creating and Testing of UAT data in study database</li><li>4. Co-ordinate with other study team members for data management related tasks on study activity.</li><li>5. Train the clinical sites on using the study specific database for Electronic Data Capture (EDC) studies.</li><li>6. Identify and resolve data discrepancies in clinical data via computerized and manual data checks.</li><li>7. Generate queries, Update and Verify the received DCFs and Ex-DCF.</li><li>8. Handle the external data and perform the applicable external data reconciliation process and resolve queries pertaining to the external data.</li><li>9. Perform Serious Adverse Event (SAE) Reconciliation and resolve queries pertaining to the SAEs.</li><li>10. Be compliant with Standard Operating Procedure, work procedures and project scope of the work and ensure quality.</li></ol>



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