Officer / Sr. Officer – Consumer Research

Department	Consumer Research
Designation	Clinical Research Coordinator
Basic qualification required	B. Pharm | D. Pharm | B.Sc. | M. Sc. | M. Sc. Microbiologist | Biotechnology | Graduation with Clinical Research Course
Experience	2-4 Years
Location	Ahmedabad
Key Skills Required	✓ Versatile – Multi Tasking ✓ Multiple Projects handling ✓ Results oriented and Owns the Results ✓ Self-Motivated and Motivate to Team to achieve organizational Goal ✓ Ability to work under high turning environment
Brief JD	1. Ensure that EC approved protocol is available prior to commencement of the study. 2. Ensure about the prearrangement of study requirements (i.e. requisition of randomization schedule, meals requisition, test product availability etc.) 3. Follow the proposed timelines for conducting and completing the clinical trials. 4. Place a requisition to Quality Control (QC) for requisite number of forms (General forms and Study specific forms) well in advance as required for the study. 5. Initiate the preparation of Trial Master File for respective study. 6. Inform the Sponsor and EC of any changes to the protocol or safety concerns and submit progress reports to the EC per requirements. 7. Place a pre-study meeting request for study staff training on most recent EC approved protocol and delegation of duties by the study staff in consultation with PI. 8. Update the staff, CRM and Team lead on study progress plan. 9. Manage study supplies (Lab kits, CRFs, clinical supplies, etc.) and meals of study subjects in timely manner. 10. Ensure timely review of study data. 11. Coordinate study-monitoring visits and conduct subject visits according to requirements. 12. Work in coordination with Quality Control to ensure all corrections have been made during and after the study conduct. 13. Report required Adverse Events or Serious Adverse Events to PI/ Sub I/ CRM. 14. Ensure Adverse Events reporting is documented (e.g., Serious, Severe, Moderate, Mild, Expected, Unexpected). 15. Be a protector of study documents and responsible for accountability and appropriate usage of study forms. 16. Investigational Products/Test products receipt, storage, accountabilities,

	disposal, return and archiving. 17. Willing to work in shifts. 18. Ensure to follow and adherence of organization's general rules and applicable policies. 19. Any additional responsibilities given by Head of the Department / Management. **Most importantly, maintain a positive attitude toward all subjects/patients and fellow co-workers. The duties listed may be changed or modified at any time per project's need.**

Interested candidates can send their resume at **apurohit@cliantha.com**