

Application for the position of Research Assistance - Secretary

Last date of Application: 4/3/2021

Tata Medical Centre in Kolkata is a super speciality cancer hospital catering to children and adults with a variety of cancers. The psycho oncology services look after psychological needs of cancer patients and their family members. The department provides psychological interventions, manage psychiatric disorders and conduct neuropsychological assessment of patients where appropriate.

Alongside clinical work, the department participates in multiple collaborative research projects with several institutes as University College London, Kings College London, All India Institute of Medical Sciences, New Delhi and others. The present post will be assist with a research project on patient and public involvement titled "Patient and public involvement (PPI) for assessment of Abbreviated Immune checkpoint inhibition following radical treatment across Mucosal squamous cell cancers (IMPART –PPI) "

Job description of present post

- 1) Manage the IMPART-PPI research project under supervision of Dr Soumitra S Datta, Senior Consultant, Tata Medical Center, Kolkata.
- 2) Maintain research related documentations.
- 3) Assist in the process of research governance.
- 4) Help in data collection and other study related activities.
- 5) Cross-check quality of transcriptions
- 6) Participate in other departmental activities

Required qualifications:

1. MA in Social Work or Masters in Clinical Psychology
2. Past track record of working and delivering time bound research/service projects.
3. Excellent communication skills
4. Being able to write research reports in English

Enquiries

Informal enquiries to : soumitra.datta@tmckolkata.com

You may apply on line or email or post your application by 4th March 2021 to :

Mr Suvasish Mukherjee, Head Human Resource, Tata Medical Center, 14 MAR (EW), New Town, Rajarhat, Kolkata – 700160

Email – suvashish.mukherjee@tmckolkata.com.