



Institutional Review Board (IRB) - Secretary

Conceptualized in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighboring countries, the Tata Medical Center (TMC) started operations in Kolkata on May 16, 2011. The hospital is governed by a charitable trust – Tata Medical Centre Trust. It is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and the most contemporary medical equipment. The hospital was designed by Cannon Design, a renowned architectural firm from North America. It is located on 13 acres of land at New Town in Kolkata, West Bengal.

The hospital is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and contemporary medical equipment. The Hospital, with a capacity of 437 beds, serves all sections of the society, with 75% of the infrastructure earmarked for subsidized treatment for the underprivileged sections. It provides a wide spectrum of services from diagnosis and therapy to rehabilitation and palliative support. The Institution's objective is to excel in service, education and research.

Tata Medical Center, Kolkata, has strived to be one of the leading cancer care and research institutions in the country and has benefited West Bengal as well as the adjoining states and neighboring countries.

TMC is also running many academic programmes and has entered into institutional collaborations in education, research, and outreach programmes in the field of interdisciplinary medical, research and technology.

To fulfil the above objectives TMC invites applications for the position of **IRB - Secretary**.

Qualification: -

- Graduate in any discipline. MHA or Master's Degree is desirable

Experience:

- Prior secretarial or office experience for minimum 1 year.

Additional Skills required:

- Knowledge of modern office practice and procedure and office equipment and machines.
- Computer literate and skilled in Microsoft Office (Word, Access, Excel)
- Strong communication and interpersonal skills.
- Strong organizational skills.

Broad Scope of Work:

This position will be responsible for providing secretarial support & will work closely with the IRB Chair.

Job Description:-

A) IRB Day:

1. Records the discussions.
2. Note the Minutes of the Meeting.
3. Informing the Investigators and reviewers to present on their respective time slots
4. Maintenance of Attendance and Confidential Agreement of the PI & PRs

B) After the Meeting:

1. Check the Protocol files for all the relevant papers (primary reviewer forms, voting forms).
2. Prepare the Minutes of the Meeting.
3. Circulate the MOM for the corrections.
4. Prepare the final MOM.
5. Circulate the final MOM to the Members.
6. Prepare the letters for the PIs and handing them over.
7. File the received copies.
8. Arrange the protocol file according to date and file them in the store room.

C) Regarding - Clinical Trial Agreement (CTA)

1. Draft CTA or Final CTA is received.
2. Sent to the Legal Expert, as softcopy or hardcopy.
3. Check the comments by the legal experts.
4. In case of any queries, the discussion is set up with the PI and Legal Expert to resolve the issues.

D) Regarding (Serious Adverse Event) SAEs:

1. Receiving and filing the SAE forms.
2. Follow up with the PIs on SAE reports.
3. Proving the SAE dossier to the SAE subcommittee.
4. Informing the PI about the comments from the SAE subcommittee
5. Mail the SAE report to the IRB Members as well as to the DCGI.
6. File all report to the original protocol file.
7. Communicate to the PI regarding presenting the report in the meeting.
8. SAE forms are checked for the completion and filed properly.

E) Audit:

1. Arrangements for the internal audit.
2. Sending files to the internal auditors with a maintained log.
3. Mail the findings to the PIs with a timeframe to comply.
4. The replies form the PIs are sent to the internal auditors for approval and file accordingly.
5. The protocol files are filed in respective places.

F) Others:

1. Updating the SOP.
2. Maintaining and updating the website.
3. Organize training of IRB members.
4. Maintain the files of the members with updated credentials.
5. Arranging the files in in-house and outsourced storage facility.
6. Labeling the protocol files.
7. Updating the IRB software.
8. Re registration process.
9. Insurance documentation

***For more details about the job positions, qualifications, eligibility and application forms, please log on to our website: www.tmckolkata.com.**

You may also Email or Post applications by **30th November 2019** to: Mr. Suvasish Mukherjee, Head-Human Resources, Tata Medical Center, 14 MAR (EW), New Town, Kolkata - 700160. Email - suvashish.mukherjee@tmckolkata.com.