

Application for the position of Clinical Research Coordinator at TTCRC (Tata Medical Center)

Last date of Application: 31/4/2021

TTCRC

The Tata Medical Center (TMC) is a not for profit dedicated cancer hospital based in the New Town development in Kolkata. It is one of its kind in eastern India. The Tata Translational Cancer Research Centre (TTCRC) is a research institute within TMC. TTCRC is creating a stimulating environment where clinicians, scientists and industry can work together to develop indigenous solutions for patients with cancer in India. The research laboratories are housed over 3 floors in a building adjacent to the main hospital and house state of the art facilities. Currently over 40 people are working within the facility.

The Post

The goal of clinical research coordinator is to support clinical coordination, study enrolment, research sample coordination and data management for Gallbladder (and digestive diseases) research programme.

Research Coordinators provide a vital link between patients and research teams. The post holder will be required to support the biobank and research team of TTCRC. You will work with the Biobank manager and unit members to ensure seamlessly workflow. We expect you to understand Good Clinical Practice and have excellent interpersonal skills, effective communication skills (both oral and written), strong team working skills and an innovative approach to challenges.

The post is core funded by TCS and reports to the Director of TTCRC.

Core responsibilities

(a) Enrolment of patients in research studies, including

- Determining eligibility for participation
- Conversation with patients
- Patient education (with patient information sheets)
- Informed consent, including consent for randomized studies with appropriate copies shared with patients and families

(b) Coordinating care of study patients, including

- Communication with patients and families
- Collection of research samples
- Monitoring adverse effects
- Monitoring response
- Collection and recording of study data (drug treatment, adverse effects, research tests, research samples)
- Follow-up of patients
- Interact with research teams to provide feedback on study patients

(c) Liaison with laboratory research groups

- Identification of sample requirements
- Record of pre-analytical details of samples
- Tracking requirement for follow-up samples
- Sample delivery for tissue processing

3. Additional roles

(a) Deeper role in research studies, including

- Preparation of research protocols for sample collection and patient management
- Preparation of patient information material
- Submission of research proposals to the Institutional Review Board
- Research-related interventions (e.g. drug administration, procedures)
- Data analysis and preparation of reports

(b) Support maintenance of a clinical research registry of study patients

(c) Public engagement

(d) Audit of performance

Desired qualification and experience

MSc. Nursing or B.Sc. Nursing with 2 years of relevant experience.

Or

Candidates with Masters in Psychology (with 3 years of relevant experience), Masters in Social Work (with 5 years of relevant experience) or other allied fields with a minimum of 5 years of relevant experience are also eligible to apply.

Appointments and salaries

1. Appointments

- Appointments will follow a competitive process
- Appointments will be for a term of three years
- The first year of appointment will be probationary and confirmation will be subject to satisfactory review of performance

2. Proposed salaries

Salaries will be according to TTCRC scales depending upon qualification and years of experience.

Enquiries

(a) For further details on TMC and TTCRC, visit www.tmckolkata.com and www.ttcrc.org

(b) Submission of applications by post or by e-mail to:

Mr. Suvasish Mukherjee;
Head, Human Resources; Tata Medical Center;
14 Major Arterial Road (East-West); Newtown, Rajarhat;
Kolkata 700 160
e-mail: suvashish.mukherjee@tmckolkata.com

(c) For informal enquiries,

Ms. Sukanya Guha (sukanya.guha@tmckolkata.com).

