

Last date of Application:29/02/2024

Position

Research Coordinator in SOLI3D group

Appointing Organisation

Tata Translational Cancer Research Centre
Tata Medical Center, Kolkata

The Tata Medical Center and the Tata Translational Cancer Research Centre

The Tata Medical Center, Kolkata (TMC-K) is a multispecialty institution for tertiary cancer care. At TMC-K, clinical and research activities are integrated to provide state-of-the-art care for patients with cancer. This integration is enabled by the Tata Translational Cancer Research Centre (TTCRC), the research arm of TMC-K. At TTCRC, a multidisciplinary team of clinicians, scientists, academics and industry professionals collaborate to develop a systems medicine approach in cancer research. This approach is focussed on developing innovative, indigenous, cost-effective and equitable strategies to improve cancer diagnosis; develop cancer disease models, identify prognostic and predictive disease biomarkers and develop personalised medicine for cancer. These strategies are multi-dimensional and involve an iterative integrated pathway that include clinical trials, high-throughput laboratory studies, sophisticated data analytics, hypothesis-driven pre-clinical studies and evidence-based clinical translation.

SOLI3D Research Group

Applications are invited for the position of Research Coordinator within the SOLI3D (**S**olid tumour **O**rganoid **L**aboratory for **I**nvestigation into **D**isease biology, **D**rug response profiling and **D**rug discovery) research group at TTCRC. As the group name suggests, the group conducts pre-clinical research involving patient derived organoid models from different solid tumours. Organoids are pre-clinical 3-dimensional tissue culture models derived from primary cells that self-organise into miniature organ-like structures. Organoids closely recapitulate the parent organs histopathologically, functionally and at the molecular level. The group intends to utilise the developed tumour organoid models for studying the disease biology, find alternative therapeutic options and develop a platform for personalised cancer treatment based on functional screening approach. The group's work is focussed currently on two cancers- gallbladder cancer and breast cancer. The group is supported by a dedicated tissue biorepository, a clinical research unit, genomics, proteomics and informatics units.

Roles and Responsibilities of the position

The primary goal of the Research Coordinator would be to develop and maintain coordination among various stakeholders of the research project – the patients and family, clinicians, nurses and other hospital staffs, biobank team and the organoid laboratory research team. The Research Coordinator will be the vital link among the patients, various clinical and non-clinical departments of the hospital (TMC-K and other future collaborative hospitals) and the research laboratory at TTCRC. The post holder will have to support the SOLI3D research team of TTCRC in close

coordination with the TiMBR (biobank) team. 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. Other important tasks of the research coordinator will be research related documentation, data integration and data management.

- (a) Close liaison with clinical departments to
 - identify eligible patients
 - facilitate patient consenting for participation in the study
 - address patient queries related to research samples and proposed research studies
 - raise requests for research sampling
 - coordinate sample collection
 - ensure collection of accompanying relevant clinical and sample-related data, and
 - maintain rigorous documentation, in line with Good Clinical Practice guidelines
- (b) Coordination with TTCRC research colleagues (biorepository and SOLI3D groups) to ensure timely sample collection and transport to the research laboratories
- (c) Comprehensive data management, including clinical and sampling data of study patients, related diagnostic laboratory information, planned research studies, status and findings from completed research studies and requirement for clinical and/or sampling follow-up
- (d) Periodic updates on study details (including analysis of relevant study findings) at regular group meetings, at lab presentations, as part of research reports, etc.

Minimum required qualifications/experience

- (a) Master's degree in nursing with 2 yrs of experience as research coordinator or equivalent relevant experience
Or,
Master's degree in a biomedical science field or a related field with 2 yrs of experience as research coordinator or equivalent relevant experience
- (b) Proficiency with Microsoft Office suite applications (Word, Excel, PowerPoint)
- (c) Advanced Beginner competency in managing spreadsheets
- (d) Beginner-level competency in data analysis and statistical tests

Necessary qualities

- (a) Integrity, motivation, enthusiasm
- (b) Able to adapt to flexible work hours according to the needs
- (c) Enjoys working with patients
- (d) Focus and commitment in carrying out tasks and duties
- (e) Excellent organisational skills, scrupulous time management, attention to detail
- (f) Ability to work effectively as part of a multidisciplinary team but comfortable working independently
- (g) Enjoys challenge in learning new skills

Desired but not mandatory qualities

- (a) Pre-clinical/translational research experience
- (b) Experience in clinical sample collection for research or biobanking
- (c) Work experience with social organizations working with patients and families.
- (d) Familiarity with GraphPad prism or statistical analysis softwares
- (e) Knowledge of R programming

- (f) Knowledge of LIMS software
- (g) Knowledge of Adobe Illustrator
- (h) GCP training and certification

Appointment and Reporting

The initial term of appointment to the position is 12 months (probationary period). Performance will be appraised midway through the probationary period. Following completion of the 1-year probationary period, appointment would be renewed for an additional 2 years, contingent upon performance evaluation and mutual agreement. As with all TTCRC personnel, annual appraisals will continue for the duration of the appointment. The starting consolidated monthly salary (₹33,000 – 42,000) will be based on applicant training and experience. The position will be core funded by TCS. The Research Coordinator reports to the Lead scientist (Dr. Dwijit GuhaSarkar) of the SOLI3D group at TTCRC.

Enquiries

- (a) For further details on TMC and TTCRC, visit www.tmckolkata.com and www.ttcrc.org
- (b) Submission of applications by **e-mail to both:**

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

Mr. Satadru Dey; Administrative Assistant, Tata Translational Cancer Research Centre
Tata Medical Centre- Kolkata, 14 Major Arterial Road (East-West); Newtown, Rajarhat; Kolkata 700 160
e-mail: satadru.dey@ttcrc.tmckolkata.org

For informal enquiries,
Mr. Satadru Dey (satadru.dey@ttcrc.tmckolkata.org)

Knowledge/ aptitude, skills, etc.	Requirements	Essential / desirable	Information from
1. Disposition / Attitude / Work habits	a. Integrity b. Flexibility c. Commitment d. Willing to learn new skills e. Works as part of a team f. Capable of independent work & to an agreed plan g. Good time management h. Organised, able to prioritise responsibilities	a. Essential b. Essential c. Essential d. Essential e. Essential f. Essential g. Essential h. Essential	Application form CV Profile Interview & References
2. Education / Qualifications	Master's degree in a biomedical science field or a related field	Essential	Interview Application form CV
3. Experience	a. Good Clinical Practice for clinical research b. Experience with data management c. Experience with data analysis	a. Essential b. Essential c. Essential	Application form CV Interview & References

4. Skills and ability	a. Critical thinking b. Problem solving skills c. Diligence	a. Essential b. Essential c. Essential	Application form CV Interview References
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