	JOB DESCRIPTION (TO BE ISSUED BY HRD TO ALL STAFF)	JD/HR
HCG adding life to years		

JOB SPECIFICATION	
JOB TITLE	Senior Clinical Research Coordinator
EDUCATION	B.Sc./M.Sc.
ADDITIONAL QUALIFICATION	-
SKILLS REQUIRED	Analyze and solve lower-complexity problems
ADDITIONAL SKILLS REQUIRED	-
EXPERIENCE REQUIRED	5-7 yrs.
DEPARTMENT & LOCATION	Clinical Services, Ahmedabad
POSITION REPORTS TO	Chief Medical Administrator

JOB DESCRIPTION (MAIN JOB TASKS)

- Managing Clinical Research Department at HCCA. To coordinate with PI for IRB /IEC submission, notification.
- To supervise Site Feasibilities site qualification, visit management. To ensure that communication with Sponsor/CRO/PI is prompt, adequate and timely.
- Prepare site for Site Selection Visit (SIV). Prepare the Budget (PI/Sponsor/Institute)
- To ensure that all Case Report Forms (CRFs) and eCRF's are completed and all data queries within timeline before all monitoring visits during the study are resolved within given timelines.
- Coordinate with physicians, hospital, coordinators schedules and other departments for scheduling the trials and visits.
- To maintain and submit revisions & amendments of trials related documents to Ethics Committee.

GENERAL COMPETENCIES

- Advance MS Excel
- Communication Skill
- Positive & empathetic attitude
- Analyze and solve lower-complexity problems

Kindly share resumes to hr.hccahmd@hcgel.com/ recruitment@hcgel.com

Please Note: This is not an exhaustive list of responsibilities but provides a general guideline of the duties assigned to the position. Job descriptions are dynamic and will change depending on the organizational requirement.