CLINICAL RESEARCH AND DATA ENTRY COORDINATOR
Department of Haematology-Oncology, NUHS

We are looking for a Clinical Research and data co-ordinator who will assist our doctors to monitor the administration and progress of a clinical trial, especially in the area of clinical data entry.

Main Responsibilities

- Work with complex computerized records systems and maintain security and integrity.
- Collect data from clinical trials.
- Provide clinical trial support such as data entry and transcription. Ensure timely and accurate transcription of information on source documents, paper case report forms (CRFs), or electronic CRFs.
- Manage clinical trials through review, computerization, cleaning and auditing of clinical data and in compliance with standard operating procedures.
- Validate clinical trial data to ensure consistency, integrity and accuracy.
- Resolve queries on data inconsistencies.
- Review case report forms for completeness and consistency.
- Assist the overall clinical operations related to the conduct of the clinical trial when necessary
  - Recruitment
  - Ensuring study entry criteria are fulfilled
  - Ensure Informed consent procedure is followed
  - Visit coordination
  - Visit scheduling
- Work in collaboration with study team to ensure trial preparedness.

Working with a team of co-ordinators, you should be a team player and be able to interact effectively with all levels of medical professionals and co-workers.
Job Requirements

Essential Knowledge, Skills and Abilities:

- A life science diploma/degree or nursing degree is preferred. The relevant degree subject area is life and biomedical science.
- Ability to work both independently and in a team.
- Enjoy paying attention to detail.
- Must have strong computing skills and good knowledge of word processing programmes, email systems and spreadsheets.
- Be flexible and self-motivated.
- Ability to write clearly.
- Possess excellent organisational skills.
- Good communication skills.
- Good patient interaction skills.

Desirable Knowledge, Skills and Abilities:

- Computer literacy.

For interested applicants, please forward your curriculum vitae to Ms Joanne Chio:
Email address : joanne_chio@nuhs.edu.sg
Contact number : (65) 6772-2611. Affix a self portrait in the application.

*Only shortlisted candidates will be contacted*