Job Title : Senior/ Clinical Research Coordinator (SCRI)
Department : SCRI
Business Entity : SCRI

Overview

The Consortium for Clinical Research and Innovation, Singapore (CRIS) brings together five national R&D, clinical translation and service programmes to advance clinical research and innovation for Singapore, and establish important capabilities for a future-ready healthcare system.
The Business Entities under CRIS include:

- Singapore Clinical Research Institute (SCRI)
- National Health Innovation Centre (NHIC)
- Advanced Cell Therapy and Research Institute, Singapore (ACTRIS)
- Precision Health Research, Singapore (PRECISE)
- Singapore Translational Cancer Consortium (STCC)
- Cardiovascular Disease National Collaborative Enterprise (CADENCE)

Together, CRIS makes a positive difference to Singapore patients and researchers by ensuring that these clinical research platforms and programmes are at the cutting edge of capability development and innovation. If you are as passionate as we are in clinical trials and research, we want you!

SCRI
The Singapore Clinical Research Institute (SCRI) is the national academic research organisation dedicated to enhancing the standards of clinical research, and coordinating clinical trials. Our mission is to spearhead and develop core capabilities, infrastructure and scientific leadership for clinical research in Singapore. SCRI also works with the National Medical Research Council (NMRC) to assist the Ministry of Health (MOH) in implementing clinical trials policy and strategic initiatives to support and develop clinical research competencies locally. In driving towards its vision, SCRI collaborates with clinicians to enhance Singapore's clinical research and strengthen its expertise in executing multi-site, multi-national studies and the development of regional clinical research networks.

What you will be working on

The Role:

The Sr/Clinical Research Coordinator will be based in a public healthcare institution to support the early phase clinical trials

You will be involved in Early Phase Clinical Trials (Pharmaceutical Sponsored and Investigator Initiated Study), which includes coordinating clinical research activities from study start-up, screening and recruiting/enrolling patients till the study closure, which includes but not limited to:

- Develop and implement study workflow, documents, materials and tools in accordance to the research protocols
- Assist in liaising and preparation of the IRB and/or regulatory documents for submission

- Coordinate screening, recruitment, follow-up visits and study procedures in accordance to the research protocols, ICH-GCP and institution polices
- Perform specimen collection, processing, labelling, storage and dispatch (e.g. blood, urine, stool, tissues, Conduct vital signs monitoring and ECG recording
- Maintain the Investigator Site Files and ensuring all documentation / records are accurate, complete and up-to-date
- Manage the investigational product (device, drugs, pharmaceuticals) which includes proper storage, documentation, dispensing, accountability, and labelling of drugs in accordance to the ICH-GCP guidelines and regulatory requirements
- Ensure the laboratory and diagnostic reports are available and reviewed in a timely manner
- Perform serious adverse events reporting
- Attend various meetings (eg.investigator's meeting (local / overseas), site initiation / periodic/ close-out meetings)
- Serve as the primary point of liaison and coordination between stakeholders, assist in responding to any audit findings and implement changes
- Prepare the necessary billing documents to sponsors and/or other relevant stakeholders and monitor the financial aspects of the research study

What we are looking for

- At least a bachelor degree in life sciences, health sciences, nursing, pharmacy and/or related disciplines
- Candidates who have at least 3 years of clinical trial experiences will be advantageous
- A team player with excellent communication and writing skills
- Strong organizational, time management and problem-solving skills, Proficient in Microsoft application
- Candidates who are trained in ICH-GCP and venepuncture is an advantage

What you need to know

Successful candidate will be offered a 3-year renewable contract. Please send your application to career@cris.sg with the subject **Application for Senior/Clinical Research Coordinator (SCRI)**. We regret that only shortlisted candidates will be contacted. For more information about CRIS and the Business Entities, visit our websites below:

- CRIS – https://www.cris.sg
- SCRI – https://www.scri.edu.sg
- NHIC – https://www.nhic.sg
- ACTRIS – https://www.actris.sg
- PRECISE – https://www.npm.sg
- STCC – https://www.stcc.sg