Job Description

Department	Clinical Trial
Designation	Clinical Trial Assistant
Location	Ahmedabad
Basic qualification required	M.Sc (Clinical Research) /B.Pharm / M.Pharm
Experience	Prior work experience of atleast 1 Year as CRC / CTA
Brief JD	Assist the study monitor for the study specific site follow ups and in house study document maintained as per the study requirements.
	Responsible for identification & collection of necessary documents to be forwarded to Site Monitor/ Project Manager/ designee, in order to check the feasibility of site/ investigator and approval from authorities.
	Assist for the preparation for Investigator Meeting (IM), as required to ensure that the clinical and investigational site staff team are well informed about the study and related procedures as per the IM requirements.
	Coordination and assistance with the study team/ site monitor/ study site team for the timely collection of documents like study updates, Case Report Forms (CRF), Data Clarification Forms (DCF) etc. from the site along with Serious Adverse Events (SAE) reports if any, in order to provide statistics dept./licensing authority & others with the necessary documents.
	To follow up and coordinate with the site monitors to compile the overall study specific trackers and provide the cumulative study updates to the Project Manager
	To assist the site monitor for the preparation and conduct of the site visits as per the study requirements.
	To perform the co-site visits like Co- Site Qualification Visits, Co-Site Initiation Visits, Co- Routine Monitoring Visits and Co- Site Closeout Visits etc. as per the project manager/ designee instructions.
	Responsible for the assistance to site monitors for the overall study updates & Coordination with Lab. & other trial related service vendor as per the study requirements.