Project Coordinator - Cardiology Registry Study

SRM CENTRE FOR CLINICAL TRIALS AND RESEARCH is seeking a highly motivated and detail-oriented **Project Coordinator** to join our team for a one-year contract **position focused on a crucial Cardiology Registry Study**. This role is pivotal in ensuring the accurate and efficient collection, management, and follow-up of patient data related to cardiovascular conditions and treatments.

About the Project:

This project aims to establish and maintain a comprehensive registry of cardiology patients, contributing to valuable research and improving patient care. The Project Coordinator will play a vital role in patient recruitment, data entry, follow-up, and ensuring adherence to study protocols.

Responsibilities:

- **Patient Recruitment:** Identify and recruit eligible patients for the Cardiology Registry Study, ensuring adherence to inclusion/exclusion criteria.
- **Data Entry & Management:** Accurately and efficiently enter patient data into the study database, maintaining data integrity and confidentiality.
- **Follow-up:** Conduct regular follow-up calls and visits with patients to collect ongoing data and ensure compliance with study protocols.
- **Study Protocol Adherence:** Ensure all study activities are conducted in accordance with the study protocol, ethical guidelines, and regulatory requirements.
- **Documentation:** Maintain accurate and complete study documentation, including patient records, data entry logs, and follow-up reports.
- **Communication:** Effectively communicate with study investigators, clinical staff, and patients, providing timely updates and addressing any concerns.
- **Cardiology Knowledge:** Demonstrate a strong understanding of common cardiology drugs, procedures, and medical terminology.
- **Quality Assurance:** participate in the quality assurance of the data collected, and maintain the integrity of the data.

Qualifications:

- **Bachelor's degree** in Cardiovascular Technology, Cardiac Perfusion Technology, Physician Assistant, Echocardiography Technology, Nursing, or Bachelor of Pharmacy (B Pharm) with a **minimum of 1-2 years of relevant experience or equivalent combination.**
- Master's degree in Pharmacy (M Pharm) or Doctor of Pharmacy (PharmD) or relevant medical field with or without prior experience is also acceptable.
- Strong understanding of cardiovascular anatomy, physiology, and common cardiology procedures and drugs.
- Excellent data entry and management skills, with a keen attention to detail.
- Strong communication and interpersonal skills, with the ability to build rapport with patients and healthcare professionals.
- Proficiency in using electronic data capture systems and Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Strong English communication skills, both written and verbal.
- Strong organizational and time-management skills.

Compensation and Benefits:

- Competitive salary range.
- One-year contract position with the potential for extension based on performance.
- Initial three-month observation period to assess work quality and suitability for the role.

Key Skills:

- Project Coordination
- Data Management
- Patient Recruitment
- Follow-up Procedures
- Cardiology Knowledge
- Medical Terminology
- Communication Skills
- Attention to Detail
- Skills related to follow up, professional communication, and time management.

Location:

Reporting- Centre for Clinical Trials and Research (CCTR), SRM Medical College Hospital and Research Centre, Kattankulathur, Tamil Nadu.

Job Location- Institute of Cardiac Sciences , SRM Global Hospitals Pvt Ltd, SRM MCH & RC

To Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience to [**srmcctr@srmist.edu.in**]. **Please indicate "Project Coordinator - Cardiology Registry Study" in the subject line.**

SRM CENTRE FOR CLINICAL TRIALS AND RESEARCH is an equal opportunity employer and values diversity. We encourage all qualified candidates to apply.

The interview date will be intimated telephonically or via E-mail.