JOB TITLE: Research Assistant

DEPARTMENT: Medicine, Yong Loo Lin School of Medicine, NUSMED

STATEMENT OF PURPOSE
To assist PI in conducting clinical research and trials according to study protocol, Singapore Guideline for Good Clinical Practice (SGGCP) and other applicable regulatory and ethical requirements as well as NUS and NUH policies.

MAJOR DUTIES AND RESPONSIBILITIES

(A) PRIMARY/SPECIFIC (80%)

1. Compliance with the SGGCP and other applicable regulatory and ethical requirements as well as hospital policies if applicable

2. Assist the PI in applying to the NHG Domain Specific Review Board or Institutional Review Board for ethics review and to the Health Sciences Authority for clinical trial certificates (if required)

3. Data collection
   a) Administration and scoring of cognitive screening tests
   b) Administration of various formal neuropsychological assessments
   c) Administration of neuropsychiatric and mood measures
   d) Interview with patients and their caregivers/relatives using semi-structured clinical interview forms and other assessment measures
   e) Plan, organize and co-ordinate routine research/trial study activities workflow
   f) Complete Case Report Forms
   g) Handle data entry and validation of study data
   h) Maintain confidentiality on patients/study participants’ data
   i) Maintain Investigator Site File and ensure that all study documents are complete and up to date
   j) Collect blood sample for processing

4. Patient/Subjects Management
   a) Assist PI in the screening and recruitment of potential patients/study participants as according to research protocol
   b) Assist PI in obtaining informed consent
   c) Perform delegated procedures as required according to study/trial protocol
   d) Maintain and update screening log & enrollment logs
   e) Schedule appointments for patients/study participants
   f) Ensure patients’/study participants’ compliance to study/trial intervention (if any)
   g) Maintain confidentiality on patients’/study participants’ data

5. Provide regular study/trial updates to PI for study/trial-related issues

6. Assist PI with data analysis, administration of grants and contribute to some manuscript writing

(B) GENERAL (20%)

1. The Research Assistant will carry out other duties as specified by their Reporting Officer.
2. They will be expected to obtain additional training in research skills.

JOB REQUIREMENTS

- Qualification: Degree in Bioscience/Life science or with 1-2 years of relevant experience
- Interested to undertake further research training such as Masters by Research or PhD within 5 years
- Able to work independently and meticulously
- Good written and communication skills, bilingual (Malay/English) is essential, multilingual is preferred
- Possess strong interpersonal skills
- Flexibility to work on weekends and after hours occasionally
- Team player
- Experience in clinical research
- Quick learner for assessment scales
- Good interpersonal skills (able to manage resistance from patients and their family members)

ABNORMAL PHYSICAL WORKING CONDITION
Not Applicable

Contact Person

Dr. Catherine Dong

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Applications should reach us by 31st October 2018. We regret that only shortlisted candidates will be notified.