MAC Clinical Research

JOB DESCRIPTION

NAME:

JOB TITLE: Clinical Rating Specialist

REPORTS TO: Site Director

FOCUS OF THE JOB:

- To perform rating scales in clinical trials ensuring protocol, GCP and regulatory compliance, and to assist with the assessment of patients within the memory clinic service where required.
- Ensuring source notes, case report forms and electronic data entry are completed accurately and queries resolved in a timely manner.

KEY SKILLS, KNOWLEDGE AND QUALIFICATIONS REQUIRED:

- Relevant qualification including nursing, clinical psychology or other relevant scientific or clinical background.
- Relevant experience performing clinical rating scales on study patients.

RESPONSIBILITIES:

- Ensure patients fully understand procedures, encourage patients to express any concerns.
- Deal courteously with patients at all times.
- Ensure a pleasant and safe environment for patients.
- Administer relevant clinical rating scales in accordance with the study protocol efficiently and effectively.
- Ensure meticulous recording of data in both clinical and research notes.
- Ensure source notes, case report forms and electronic data entry are completed accurately.
- Ensure all patient study visits and phone calls are conducted in accordance with protocol requirements.
- Check work and correct errors promptly.
- Effective and professional communication with the Principal Investigator, Study coordinator and the rest of the study team on site (if permitted in the study protocol)
- Attend Site Initiation Visits and Investigator Meetings as necessary.
- Available to help resolve any relevant queries with the study monitors.
- Assist with clinical activities as required by the clinical team.

Self-Development:

- Identify areas for improvement.
- Identify potential training needs.

General:

- Participate in regular meetings with colleagues and clients.

- Identify priorities; bring issues to the attention of colleagues for the smooth running of the Production Unit.
- Present a positive image if MAC Clinical Research to all external individuals and bodies.
- Set a positive example to all colleagues.
- Share experience and knowledge with colleagues as appropriate and in an appropriate manner.
- Participate in monthly GMP meetings.
- Compliance with MAC health and Safety policy.
- Compliance with MAC policy on equality and diversity.
- To work to the requirements of clinical trials regulation, which includes Good Clinical Practice and Good Manufacturing Practice.
- To work according to MAC SOPs, guidelines and policies
- To work according to current data protection standards and practice good information management. Maintenance of strict confidentiality of patient and business-related data.
- To maintain a high level of initiative and personal responsibility, liaising appropriately with team members and managers to ensure your job role is efficiently carried out
- Promote a positive image of MAC Clinical Research to all monitors and other customer representatives.
- Implement agreed systems to ensure high standards of customer service are maintained.
- To support the aims of MAC and to represent MAC appropriately in a professional way to all our customers
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- To support the aims of MAC and to represent MAC appropriately in a professional way to all our customers

PHYSICAL, WORK ENVIRONMENT, TRAVEL DEMANDS:

- Attendance of Investigator Meeting and Site initiation visits at different sites or overseas.
- Travel between MAC sites to perform duties.
- Meeting deadlines and working within strict timelines.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Employees signature Date

Head of Department signature Date