Clinical Research Coordinator

LEVEL 3

Programme

DURATION

4 days over 2 weeks
Thursday and Friday

COURSE FEES

Full Price	**S$5250** *(inclusive of GST)*
Subsidized Fees *(Only applicable to CRCs from Singapore's Public Healthcare Clusters under MOH Holdings)*	**S$580** *(inclusive of GST)*

"Empower yourself,

Inspire your team"

In this programme, you will receive advanced training in developing essential capabilities critical to the role of a Senior CRC in supporting the management in planning the departmental activities and managing a clinical research team. The programme is designed to empower CRCs with the key operational, leadership and technical elements related to clinical research operations. Application of skills will be reinforced through classroom discussions, case scenarios and practice-based activities.

WHAT YOU WILL LEARN

- Apply quality management systems to departmental activities
- Develop and apply risk management plan for a study
- Evaluate and plan the allocation of department manpower and budget
- Perform root cause analysis and develop corrective and preventive action plan to resolve noncompliance on-site
- Describe various statistical methods and concepts, which includes various types of randomisation method
- Demonstrate the performance management strategies to motivate, guide and lead junior CRCs
- Develop essential writing skills to plan, structure and write tactful emails especially in challenging situations
- Describe the types of influential and communication skills critical in establishing strong relationship with stakeholders to achieve work efficiency

Programme Outline

PEOPLE MANAGEMENT

- Advance Stakeholders Management
- Leadership and Coaching Skills

OPERATIONS MANAGEMENT

- Departmental Resource Planning
- Quality Management System
- Site Risk Management
- Root Cause Analysis and Corrective & Prevention Plans
- Fundamentals of Biostatistics for CRCs
- Clinical Research Agreement and Insurance

Who Should Attend

- Senior CRCs and above
- CRC Team Leader / Manager

Entry Requirements

All requirements must be met:

- At least 8 years of experience in coordinating clinical trials
- Has experience in
  - ✓ Preparing IRB and grant application
  - ✓ Developing study workflows, study documents, data collection form
  - ✓ Managing a study independently
- Has experience in complex study (e.g. double-blinded / randomised studies) and studies that had been monitored/ inspected
- Has basic understanding of randomization and project management skills in multi-center trials
- Has supported quality compliance checks for studies other than own studies

Application Procedure

REGISTRATION PERIOD:
1 April to 30 April

Registration Form
[To be completed by Applicant and routed to their Supervisor/RO]

for.sg/l3registration

Registration priority will be given to CRCs core-funded under the NMRC CRC programme, and CRCs from Singapore's public healthcare institutes under MOH Holdings.

For more information on this programme, please visit SCRI website: for.sg/level3

Testimonials

"The SCRI CRC Level 3 programme was one of the best learning experience I had. The course covered a wide range of topics from project management, risk management, budget planning, coaching, leadership, to handling challenges, people, or emails, which a senior CRC would need to know in his/her daily work. The classes were also very interactive and interesting, and had definitely expanded my knowledge, boosted my work productivity, and therefore improved my job satisfaction. I am very grateful for this learning opportunity, and hoped that more of you would also have a chance to take up and experience this course." ***Grace Xie (Senior Clinical Research Coordinator, IMU NUH)***

"The CRC Level 3 programme sharpens my soft skills which helps me to work more efficiently and effectively as a CRC and also a senior in the team. The coaches have made a significant effort to make the virtual classroom interactive with role playing and also providing advice during the small group discussions. This also gave me with the opportunity to exchange conversations with other CRCs working in different environment and make more friends in this arena. I would recommend this programme to my fellow CRCs to develop their leadership skills and to enhance their capabilities in managing research studies in the institution." **Danielle Tan Lee Lian (Senior Clinical Research Coordinator, National Dental Centre Singapore**

Contact Us

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Note: Information is accurate at time of print and is subject to changes without prior notice.