Clinical Study Assistant Job Description

- Review study protocols and comprehend all procedures involved
- Assist in the submission of ethics applications and obtain approval from oversight committees
- Share study information and recruitment materials to generate interest among participants
- Identify individuals who meet the study's criteria
- Schedule study visits and coordinate logistics related to travel or accommodations
- Obtain consent from participants before their enrollment in the study
- Conduct clinical interventions and necessary tests as outlined by the study protocol
- Maintain monitoring of health while being vigilant for any potential adverse events
- Collect samples, such as blood or tissue specimens, appropriately prepare them for shipment
- Record accurate documentation of all study procedures performed, as well as maintain comprehensive participant health data records
- Collaborate with sponsors and investigators to prepare final study reports
- Address data related inquiries
- Ensure resolution of any issues
- Verify the completeness of study documentation and maintain it in the Investigator Site File
- Manage tasks related to project closure, such as returning study supplies and archiving records
- Keep track of inventory records for study supplies, including usage and disposition
- Ensure that facilities and equipment used in the study meet the required standards

- Adhere to data privacy policies while maintaining confidentiality at all times
- Comply with Good Clinical Practice (GCP) guidelines and uphold Study principles
- Build relationship with both the study sponsor and the Contract Study Organization (CRO) throughout the trial period.