



INSTITUT JANTUNG NEGARA
National Heart Institute

We are looking for suitable and qualified candidate for the following position:

CLINICAL RESEARCH ASSISTANT

CLINICAL RESEARCH DEPARTMENT

Responsibilities

1. Data Collection and Management:
 - Collect and record research data accurately and in accordance with study protocols
 - Maintain organized and detailed research records
 - Assist in data entry and quality control procedures
2. Registry and Database Management:
 - Maintain and manage clinical registries and databases, including data entry and updates
3. Quality Control:
 - Perform data quality control checks or data validation to identify and resolve discrepancies or errors in the dataset
4. Data Reporting and Documentation:
 - Generate data reports and summaries for research analysis, providing timely and accurate information to support decision-making
 - Maintain comprehensive and well-organized documentation of all data management activities and procedures
5. Compliance and Ethics:
 - Assist in Ensure compliance with IJN's policy procedures, and Personal Data Protection Act 2010
 - Adhere to Good Clinical Practice (GCP) and relevant industry guidelines

Requirements

- Bachelor's degree in Science or equivalent.
- Prior experience in clinical research or healthcare settings is a plus.
- Knowledge of regulatory requirements and ethical principles in clinical research.
- Strong attention to detail and organizational skills.
- Excellent interpersonal and communication skills.
- Proficiency in Microsoft Office applications and data management software.
- Ability to work independently and as part of a team.

Closing Date

27th September 2023

Talent Acquisition Unit

Human Capital & Organizational Development

✉: career@ijn.com.my 🌐: www.ijn.com.my ☎: 03-2617 8200

    : career@IJN

**Note: All unsuccessful applications shall not be retained in our database.
Only SHORTLISTED candidates will be contacted.**