

Job Title: **Medical Co-ordinator**

Location: based at the Oxford University Clinical Research Unit (OUCRU-NP) hosted by Patan Hospital and the Patan Academy of Health Sciences in Kathmandu, Nepal

Length of Contract: 1 year with 3 months probation period, with likely extension at the end

Level: 9 'a'

Background OUCRU-NP, founded in 2003, is based in Patan Hospital and works in close collaboration with the Patan Academy of Health Sciences. Its main research focus is on the most common infectious disease affecting patients who present to Patan Hospital and the surrounding areas of Lalitpur, with a major focus on enteric fever (Typhoid and Paratyphoid) and other causes of febrile illness including typhus, infections of the central nervous system and Hepatitis E.

In collaboration with the University of Oxford and the Oxford University Clinical Research Unit in Vietnam, OUCRU-NP has increased clinical research studies to understand the burden of febrile illness and antimicrobial resistance within the population. OUCRU-NP therefore invites applications from interested and eligible candidates for the position of medical co-ordinator.

Responsibilities:

In this post you will oversee and manage new and ongoing clinical trials conducted by OUCRU-NP, leading the local team and liaising closely with the sponsors, collaborators and representatives of funding bodies. You will also assist other principal investigators in managing medical research studies conducted by OUCRU-NP. Activities will require considerable organizational skills and excellent abilities in communication to the many project members and stakeholders.

- Coordinate and manage the projects on a day to day basis
- Prepare protocols and case forms and finalise monitoring and data management options
- Responsible for the development of recruitment methods to increase patient randomisation into the trial, approval for trials from an ethics committee, delivery of materials for clinical trials, and coordinating the trial to make sure it runs smoothly.
- Trains, directs and manages clinical investigators, clinical trial nurses and other clinical trial associates
- Ensure all individuals are up to date on all aspects of the clinical trial
- Act as a role model and resource for the attainment of expert clinical evidence based practice
- Carry out other duties as required

Necessary Skills

- Ability to work independently and communicate well with other professionals
- Strong written and verbal communication abilities and highly effective interpersonal skills
- Confidence to direct training sessions or present protocols, research findings and trial results
- Excellent organization and ability to focus on detail are essential

- Effective leadership abilities

Qualifications and Experiences:

- Masters degree preferably in paediatric medicine with interest in public engagement/ community engagement. Masters in public health, community medicine or relevant discipline will be considered.
- At least 3 years experience working on any clinical randomized controlled trial
- Experience in setting up collaborative research studies locally
- An ability to relate, communicate and engage effectively
- Excellent writing and oral communication skills, in Nepali and English.
- Strong computer literacy
- Have excellent people and relationship building skills, work well in collaborative, team environments
- Excellent planning, organizational work management skills