Clinical Research Coordinator Level 3 Programme

Course Description

The Clinical Research Coordinator (CRC) Level 3 Programme provides advanced training in developing essential capabilities critical to the role of a Senior CRC in supporting the management to plan the departmental activities and managing a clinical research team. The programme is designed to empower the 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.

Learning Outcomes

- 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 non-compliances on-site
- Describe various statistical methods and concepts, which includes various types of randomisation methods
- Develop randomisation list for clinical research studies
- 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

Who Should Attend

- Senior CRCs and above

Entry Requirements

All requirements must be fulfilled:

- At least 5 years of experience in coordinating clinical research studies
- Has experience in:
    - Preparing IRB and grant application
    - Developing study workflows, study documents, data collection form
    - Managing a study independently
- Has experience in complex studies (e.g. double-blinded/randomised studies) and studies that had been monitored/inspected
- Has basic understanding of randomisation and project management skills in multi-center trials
- Has supported quality compliance checks for studies other than own studies

CRCs who do not possess the basic project management knowledge, may wish to attend the CRC Level 2 Programme prior to applying for the CRC Level 3 Programme.

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

Course Duration

- Approximately 3 weeks / 5 days (every Thursday and/or Friday), 1pm to 6pm
  (Except for Day 4 which runs from 9am to 6pm)
- 1 run in a year – August intake
  * Please refer to the SCRI Website for the class dates of the upcoming intake.

Course Location

The programme will be conducted either in physical or virtual classroom.

* Please refer to the SCRI Website for more information on the venue of the upcoming intake.

Course Outline

Day One	Day Four *(full day)*
• Design and Implement Quality System in Research • Site Risk Management • Departmental Resource Planning	• Leadership and Coaching
Day Two	**Day Five**
• Root Cause Analysis, and Corrective and Preventive Action Plans • Fundamentals of Biostatistics for CRCs	• Advance Stakeholders Management • Experiential Sharing & Learning
Day Three	
• Application of Project Management • Effective Email Writing skills	

*Note that the course outline may be subjected to changes without prior notice.

Technical Requirements

This is only applicable if the programme is conducted virtually.

It is mandatory to fulfil **ALL** the following minimum technical requirements:

1. Use of PC or Laptop to access the Zoom virtual class for better learning experience as you need to refer to the training handouts while attending the class.

2. Stable internet connection (3G or 4G/LTE), with minimum bandwidth of 600kbps is recommended. You can check your Internet bandwidth using www.speedtest.net or http://bandwidthplace.com/.

3. Supported browser versions:
   - Windows: IE11+, Edge 12+, Firefox 27+, Chrome30+
   - Mac: Safari 7+, Firefox 27+, Chrome30+
   - Linux: Firefox 27+, Chrome 30+

4. Headphone (preferred) or speaker to listen in (built-in / USB plug-in / wireless Bluetooth)

5. Microphone for class discussion (built-in / USB plug-in / wireless Bluetooth)

6. Webcam (built-in / USB plug-in). It is compulsory to turn on the camera for the duration of the Zoom virtual class for attendance authentication.

Registration Period
August Intake: 14 April to 1 June

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

Application Procedure

To register for the CRC Level 3 Programme, applicants and their supervisors must complete the following electronic registration forms below.

Registration Form [To be completed by Applicant]	**Registration Form (Section C)** [To be completed by Supervisor / Reporting Officer]
https://form.gov.sg/61e919c5e323860015cc5c65	https://form.gov.sg/61ee20e2ad846200135d0949

Registration priority will be given to CRCs who are core-funded under the NMRC CRC programme. Priority will also be given to CRCs from Singapore's public healthcare institutes under the Ministry of Health Holdings.

Course Fees

Full Price	$4,750.00 *(inclusive of 7% GST)*
CRCs from Singapore's Public Healthcare Institutes under MOH Holdings (After 90% subsidy)	$475.00 *(inclusive of 7% GST)*

Qualification

Participants who successfully completed all modules of this programme with at least 75% class attendance will receive a Certificate of Completion (CRC Level 3 Programme) from SCRI Academy.

Enquiries

For enquiries, please contact scriacademy@scri.cris.sg.