

National Cancer Tissue Biobank (NCTB), IIT Madras & Indivumed GmbH Collaborative Project

Applications are invited for the following positions:

1. IT STAFF (SYSTEM ADMINISTRATOR/DATABASE MANAGER)

Responsibilities

- Set up and maintain all hardware and software systems associated with the biobank
- Establish and support IT connectivity between Indivumed GmbH and IITM Chennai
- Configure and maintain data security requirements for handling and transfer of patient clinical data and IRB-approved clinical data sets
- Support clinical database operations (i.e., resolve technical issues)
- Support the laboratory inventory monitoring system
- Implement and maintain technical equipment required for the processing and storage of biospecimens collected for the Indivumed/IITM cancer biobank (barcode and QR code printers and scanners)
- Manage storage of data on designated server
- Act as the administrator and contact person for matters/problems with Indivumed's Laboratory Inventory Management System (ILIMS)
- Implement and execute ILIMS sample management
- Train and familiarize new staff members to the relevant hardware/software systems
- Implement and support the continuous monitoring of storage locations (liquid nitrogen tanks, -80°C, -20°C, cold room) by means of wireless alarm systems

Requirements

- Degree (Bachelor or Master) in the field of Information Technology or related fields (Computer Science, Hardware/Software Engineering etc.)
- Professional experience in the functional area (Database Management). Experience in the field of Clinical Database Management is desired
- Excellent problem solving, organisational and analytical skills
- Ability to work as a team along with good flexibility and adaptability
- Readiness to stay up to date with new developments in technology
- Ability to coordinate interdisciplinary workflows

2. LOGISTICS ASSISTANTS

Responsibilities

- Safe transport and delivery of tissue and blood samples to the IITM Biobank laboratory for processing within 2 hours of collection
- Maintenance of the liquid nitrogen tanks, including but not limited to checking filling levels, refilling of tissue storage and portable tanks, and ordering of liquid nitrogen
- Maintenance of freezers, including but not limited to periodic cleaning and assessment of inventory

- Monitoring of the biobank's alarm systems for freezers and nitrogen tanks to ensure adequate storage

Requirements

- High school degree (10th or 12th Grade standard)
- Driver's license (motorcycle and light motor vehicles such as car and auto rickshaw)
- Ability to work efficiently, precisely and as part of a team
- Good communication skills
- A strong sense of responsibility, commitment and flexibility

3. STUDY NURSES

Responsibilities

- Collection of on-site biological samples and clinical data in the cooperating local hospitals in accordance with Individumed Process Instructions (PI) and Standard Operating Procedures (SOPs)
- *Patient Informed Consent* administration
- Data transfer into and validation within the Individumed clinical database
- Administration/management of samples in the Individumed Laboratory Information Management System (ILIMS)
- Support and assist data entry and verify all clinical data for completeness according to the Individumed GmbH process instructions (PIs) and standard operating procedures (SOPs)
- Relationship management with the cooperating clinics (doctors, nursing staff, administrative staff)
- Induction and training the new clinic employees and other staff members
- Assist in the preparation and revision of PI and SOPs
- General documentation, storage and archiving
- Interface management, particularly with the Individumed data management department
- Review of workflows (clinic and follow-up)
- Assist in the adaptation and improvement of workflows (clinic)
- Contribution to risk assessment and management

Requirements

- Degree in General Nursing or Bachelor degree in Nursing (R.N) from a government-recognised institution or university
- Valid nursing license
- Professional experience in relevant functional areas (e.g., operating room, patient sedation and anaesthesia, general patient care)
- Committed team player with good social skills, organizational talents and assertiveness
- Ability to coordinate interdisciplinary workflows, process-oriented way of working, with the ability to think and act economically
- Willingness to collaborate with other staff in cooperating hospitals
- Computer skills with good knowledge of standard computer programs (i.e., MS Office Suite, etc.)

4. RESEARCH COORDINATORS

Responsibilities

- Processing of patient blood samples in accordance with Indivumed Process Instructions (PI) and Standard Operating Procedures (SOPs)
- Preparation and storage of FFPE (Formalin Fixed Paraffin Embedded) samples
- Operation and maintenance of FFPE processor
- Preparation and documentation of all the incoming biomaterials
- Support and assist data entry and verify all clinical data for completeness according to the Indivumed GmbH Process Instructions (PIs) and Standard Operating Procedures (SOPs)
- Performing general laboratory activities
- Data transfer into and validation within the Indivumed clinical database
- Administration/management of samples in the Indivumed Laboratory Information Management System (ILIMS)
- Induction and training new team members
- Contributing to the preparation and revision of PI and SOPs
- General documentation, storage and archiving

Requirements

- Master degree in the field of Life Sciences
- Experience in histopathology/immunohistochemistry would be a plus
- Ability to work efficiently, precisely and as part of a team
- Good data documentation, organization and communication skills
- A strong sense of responsibility, commitment and flexibility
- Computer skills with good knowledge of standard computer programs (i.e., MS Office Suite)

We offer

- A **full-time position** with competitive salary, based on the candidate's credentials
- Continuous training and education, as well as the integration into a very collegial and professional team

NOTE:

- All positions in this project are purely temporary in nature
- The duration of the collaborative project is 3 years
- The tenure of the selected candidates will be for a period of 1 year initially, and may be extended further on the basis of their performance
- Last date for receipt of applications is 26th July, 2017

Please send your application with Curriculum vitae and references to

nctb.iitm@gmail.com