



# Harmonisation of SingHealth Clinical Research Coordinator Career Development Plan (CRC CDP)



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## Introduction

In 2015, the Clinical Trials Coordinating Centre (CTCC) was appointed to look into harmonising the Career Development Plan (CDP) for Clinical Research Coordinators (CRCs) across the cluster to facilitate career progression and talent retention. The following points were taken into consideration:

- Existing Career Paths in the Institutions
- Job Titles
- Progression Requirements

## Methodology

- CTCC formed a “CRC CDP Working Committee” where each institution was represented by their Clinical Trial Unit (CTU) Managers and HR staff.
- The CRC career path and job descriptions from SingHealth Investigational Medicine Unit (IMU) was used as the working template, which was based on the National Research Staff Career Development (RSCD), for discussion. Other institutions’ career paths, job descriptions, progression requirements from the committee were collated and added onto the template.
- The process led to the development of the harmonised CRC CDP which comprised of 3 career paths.

### SingHealth Clinical Research Coordinator Career Development Plan (CRC CDP)

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

#### PROFESSIONAL PATH

#### PROJECT MANAGEMENT PATH

#### ADMINISTRATION PATH

- Minimum 20 years CRC/relevant experience (Degree holder)  
AND Demonstrated competency

Senior Principal Clinical Research Coordinator

Senior Project Manager

Assistant Director

- Minimum 15 years CRC/relevant experience (Degree holder)  
AND Demonstrated competency

Principal Clinical Research Coordinator

Project Manager I

Senior Manager

- Minimum 10 years CRC/relevant experience (Degree holder)  
AND Demonstrated competency

Senior Lead Clinical Research Coordinator

Project Manager II

Manager

- Minimum 7 years CRC/relevant experience (Degree holder)  
AND Demonstrated competency

Lead Clinical Research Coordinator

Assistant Project Manager

Assistant Manager

- Minimum 4 years CRC/relevant experience (Degree holder)  
- Minimum 10 years CRC/relevant experience (Diploma holder)  
AND Demonstrated competency

Senior Clinical Research Coordinator

Project Team Lead

- Minimum 2 years CRC/relevant experience (Degree holder)  
- Minimum 8 years CRC/relevant experience (Diploma holder)  
AND Demonstrated competency

Clinical Research Coordinator I

- Degree in Life Sciences/Pharmacy/Nursing & any other relevant disciplines (Fresh graduate)  
- Minimum 6 years CRC/relevant experience (Diploma holder)  
AND Demonstrated competency

Clinical Research Coordinator II

- Minimum 4 years CRC/relevant experience (Diploma holder)  
AND Demonstrated competency

Senior Associate Clinical Research Coordinator

- Minimum 2 years CRC/relevant experience (Diploma holder)  
AND Demonstrated competency

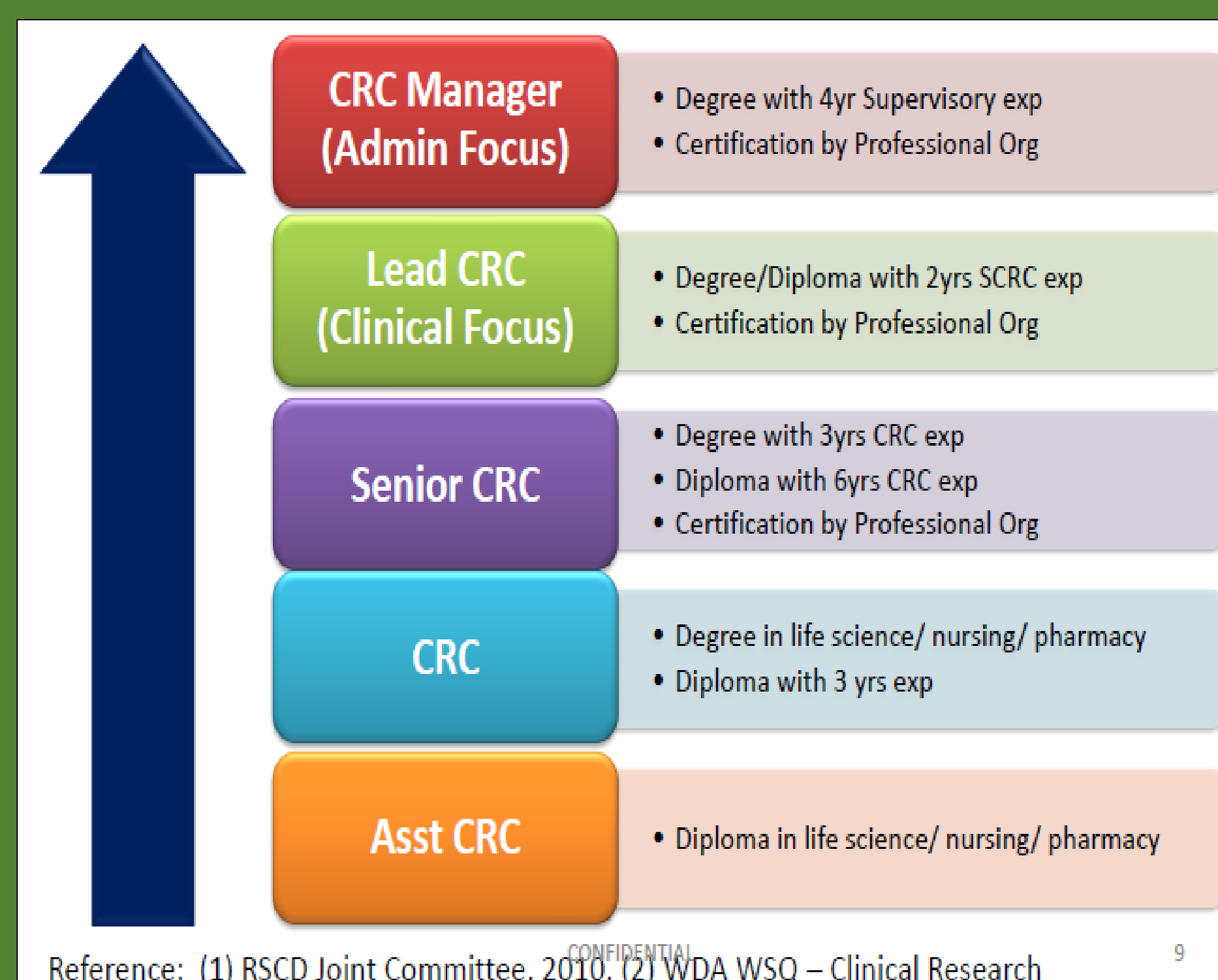
Associate Clinical Research Coordinator I

- Fresh Diploma in Life Sciences/Pharmaceutical Science/Clinical Trials Management  
- Fresh Diploma/Advanced Diploma in Nursing

Associate Clinical Research Coordinator II

Novice

### Summary of Career Path Framework for CRCs by National Research Staff Career Development (RSCD)



## Results

- The CRC CDP was officially approved on 07 July 2016 and implemented cluster-wide.
- Job titles for CRCs across SingHealth were harmonised and re-designation exercises occurred.
- CTCC planned a series of cluster-level skillset training programmes necessitated by the requirements of the CRC CDP.
- The inaugural “The Beginning – A CRC’s Guide to Clinical Research Management” course was held in January 2018.

## Conclusion

The CRC CDP provides a transparent and structured framework for the career progression for CRCs in the SingHealth cluster.