CTC Resourcing Solutions

BASIC COURSE IN CLINICAL RESEARCH

20 November 2019

1-Day Course

Who should attend?

This course is designed for those with little or no experience in clinical research or those seeking **an overview of the clinical research process, regulations, terminology, acronyms, roles and responsibilities within clinical research**. It is aimed at **Clinical Research Assistants, support staff and persons with related functions** (eg. IT Support Staff).

Course Objectives

The course offers a general overview of the drug development process and most relevant tasks and responsibilities within the clinical research setting, focusing on practical aspects and mainly addressing the needs of assistants and support personnel. With this course you will:

- Understand how drugs are developed and who the key players are in the process
- Become knowledgeable about the terminology used in the clinical research environment
- Find out what rules, guidelines and laws are essential
- Learn how a clinical study is set up and performed
- Become familiar with and understand how to handle the documentation required in clinical research

Course Leader

Tamara Schärer (MSc, ECPM), Managing Director, SRS Schärer Research Services, Basel, Switzerland
Ms Schärer started working in the pharmaceutical industry as a Clinical Research Scientist in the field of CNS for Sandoz in 1996. After the merger to Novartis, she became the Therapeutic Area Coordinator for all Phase IV studies in Oncology. In 1999 Tamara moved to a small CRO as an International Project Manager and later trained as a GCP Auditor to become Quality Manager Clinical Operations. In 2002, she founded SRS Schärer Research Services.

Topics

- Developing a drug in the pharmaceutical industry – from the idea to the product you buy in the pharmacy – and the contributions of clinical research
- What is a clinical study – the four phases of clinical development
- Who are the key players and what are their roles in the process
- The language and abbreviations the clinical research team are using every day
- What are the rules, guidelines and laws that need to be followed and why are they so important
- How is a clinical study performed – from preparation over conduct to termination of a study
- A key to a successful study: the master study file. What documents are essential and how are they handled, filed and archived?
- What is the job description and what is the role of a clinical research assistant?

Continuing Education

This course is accredited by the Swiss Association of Pharmaceutical Professionals (SwAPP) and the Swiss Society for Pharmaceutical Medicine (SGPM).

SwAPP Swiss Association of Pharmaceutical Professionals sgpm ashmp

CTC Resourcing Solutions

Basic Course in Clinical Research

20 November 2019 / 1-Day Course

REGISTRATION FORM

First Name*: _____

Last Name*:

Company*: _____

Job Title*: _____

Billing Address*: _____

_____

_____

Telephone*: _____

Email Address*: _____

Background: _____

Experience: _____

_____

Are you a CTC employee? ☐ yes ☐ no

Are you a SwAPP member? ☐ yes ☐ no
Are you a SBA member? ☐ yes ☐ no

What do you expect to get from this course?

_____

_____

Do you require help in finding hotel accommodation?
☐ yes ☐ no

Do you wish to receive regular training updates? ☐ yes ☐ no

I agree to the terms and conditions ☐ yes

REGISTRATION INFORMATION

Date:
20th November 2019 (Wed)

Time:
09:00 – 17:00 hrs

Venue:
CTC AG, Münchensteinerstr. 41, CH-4052 Basel

Directions:
Tram 15, tram stop «Grosspeterstrasse»

Registration Fee: CHF 950.00 + 7.7% VAT
10 % reduction for members of SwAPP and SBA members
Special rates available for PhD Students, please contact training@ctcresourcing.com

Registration fees include: Course documentation, refreshments, lunch and a course participation certificate.

Payment: After registration you will receive confirmation and an invoice with instructions on how to complete the bank transfer. Full prepayment is needed prior to the course.

Cancellation Policy:
- Cancellations received **more than 14 days before** course: **100% refund** less bank charges & cancellation fee of CHF 50.00
- Cancellations received **7-14 days before** the course: **50% refund**
- Cancellations received **7 days before** the course: **no refund**

In case of no show. no refund will be made.

Please note that CTC reserves the right to cancel this course or to make minor alterations to the content and timing of the programme or to the identity of the speakers. In the unlikely event of cancellation, delegates will be offered a full refund. CTC will not, however, be held responsible for any related expense incurred by the participant.

Transfer Policy
Subject to agreement from CTC Clinical Trial Consulting AG (CTC) prior to the event, the registration may be transferred to another person from the same company or organization at no extra charge. Updated registration information will be required.

Photography and Video Policy
By attending this training, you give permission for pictures, images etc. of you, captured during the training through video, photo, and/or digital devices, to be used by CTC in promotional materials, publications, and website and waive any and all rights including but not limited to compensation or ownership.

Privacy Policy
At CTC, we're committed to protecting and respecting your privacy. To view our privacy policy, go to www.ctcresourcing.com/en/about-us/privacy-policy/

REGISTRATION:

☛ **Email:** training@ctcresourcing.com

☛ **Internet:** www.ctcresourcing.com

☛ **Fax:** +41 61 695 88 67

If you have NOT received an official confirmation 7 days after registering, please call CTC at +41 61 695 88 66 or send an email to training@ctcresourcing.com. THANK YOU!

☐ **These dates do not suite me - Please provide me with new training dates once available:**

First Name*: _____ **Last Name*:** _____

Email Address*: _____