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Resume of Nusrat S Shommu, PhD, CCRP

Contact Info

E-mail: nsshommu@gmail.com
Phone: +1(587)-718-2312
Address: 198 Hampstead Cir NW, Calgary, AB T3A 5P3, Canada

Profile

Experience in project management, project evaluation, implementation and decision making. Areas of expertise also include administrative coordination, effective communication with stakeholders, visionary leadership, providing research supports to the reporting managers, navigation through the AHS, UofC, and Pharmaceutical Industry systems.

Key experience includes:

- Coordination and management of Investigator and Industry sponsored projects.
- Clinical trial budget and contract management.
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- Clinical trial audit and inspection readiness.
- Clinical trial data management.
- Clinical trial patient recruitment.
- Clinical trial protocol development and implementation.
- Proficiency in EMR systems including Connect Care, Netcare, Sunrise Clinical Manager, and ARIA.
- Ethics Application and Management.
- Report and Manuscript writing.
- Strategic decision making and planning.
- Primary liaison between investigators, sponsors, and collaborators.
- Clinical data extraction, processing, management, and presentation.
- Documents review and decision making.
- Communication in both oral and written format
- Mentorship for students and researchers
- Knowledge translation and Community engagement
- Knowledge of UofC and AHS's Finance, Legal, HR, Ethics and IT operations.
- Systematic literature review
- Microsoft Office suite, Windows and Mac operating systems

Professional trainings, certificates and courses

- Certified Clinical Research Professionals (CCRP), Society of Clinical Research Associates (SOCRA), USA
- TCPS2: CORE certificate, Panel on Research Ethics, Government of Canada.
- Canada GCP Training, CITI Program.
- Health Canada Division 5 Training, CITI Program.
- Project Management Level 1, Project Management Level-2, Project Management Quality Control, In Class Courses, University of Calgary Continuing Education.
- Freedom of Information and Protection of Privacy (FOIP) – General Awareness, University of Calgary.
- e-Procurement training, University of Calgary, Calgary, AB.
- Training on systematic literature search, University of Calgary, Calgary, AB
- Introduction to Qualitative Health Research, University of Calgary, Calgary, AB.
- Scientist Knowledge Translation Training (SKTT^{TM}), Alberta Innovates Health Solution, Edmonton, AB.
- Training on Qualitative health research method, University of Calgary, Calgary, AB.
- Biosafety trainings, University of Calgary, Calgary, AB.

Education

Ph.D - Health Sciences, University of Calgary (2017)
M.Sc - Biosciences, University of Dhaka (2010)
B.Sc - Biosciences, University of Dhaka (2008)

Employment History

Senior Project Coordinator (Full Time) **March 2023 – Present**

Division of Nephrology, Cumming School of Medicine, University of Calgary

Key Responsibilities:

- *Project Management:*
    - Management of multiple clinical trials, both pragmatic and non-pragmatic.
    - Protocol development and compliance assurance.
    - Serving as the primary contact person for study team, investigators, Research Ethics Board (REB) and study sponsor.
    - Liaising with different stakeholders including, sponsors, collaborators, patient partners, and vendors.
    - Providing ongoing training to study staff about clinical trials amendments.
    - Arranging and attending meetings, seminars, symposia and other events related to project efforts.

- *Administrative Activities:*
    - Management of research ethics application, amendments and submission.
    - Timely reporting of Adverse Events and protocol deviations to ethics board and other relevant stakeholders.
    - Communication and follow-up with ethics board.
    - Collecting, recording, and preparing confidential patient data for analysis.
    - Ensuring accuracy of patient data by verifying source data,

Clinical Research Coordinator (Full Time) **February 2022 – February 2023**

Clinical Research Unit, Tom Baker Cancer Centre, Alberta Health Services

Key Responsibilities:

- *Project Management:*
    - Management of multiple Phase 1, 2, and 3 clinical trials.
    - Serving as the primary contact person for study team, investigators, Research Ethics Board (REB) and study sponsor.
    - Planning organizing and scheduling assessments/tests/activities to meet research objectives and study protocol compliance.
    - Providing ongoing training to study staff about clinical trials amendments.
    - Coordination of applicable review for nurses, pharmacists and others regarding the study and/or investigational product.
    - Preparing site for monitor visit and external/internal audits.
    - Providing timely response to queries from sponsor and/or auditors.
    - Coordinating sample collection, processing and shipment for each study.
    - Arranging and attending meetings, seminars, symposia and other events related to project efforts.

- *Administrative Activities:*
    - Management of research ethics application, amendments and submission.
    - Timely reporting of Adverse Events and protocol deviations to ethics board and other relevant stakeholders.
    - Communication and follow-up with ethics board.
    - Collecting, recording, and preparing confidential patient data for analysis.
    - Ensuring accuracy of patient data by verifying source data,

Clinical Research Coordinator (Full Time) **August 2021 – January 2022**
Department of Medical Genetics, University of Calgary

Key Responsibilities:

- *Project Management:*
    - Serving as the primary contact person for clinical research projects having high volume of participants.
    - Recruitment and research data collection of vulnerable patient population (children with mental health conditions) following local and global guidelines
    - Collecting and reporting clinical data of participants from Clinical databases.
    - Completing CRFs and other research questionnaires using eCRF softwares.
    - Coordinating sample collection from participants with clinical laboratories.
    - Compilation and maintenance of clinical study logs, reports and regulatory documents.
    - Constant communication with physicians and families of participants.
    - Weekly research update report preparation and presentation.

- *Administrative Activities:*
    - Contract set up with stakeholders and service providers.
    - Management of research ethics application, amendments and submission.
    - Adverse Event report to ethics board and other relevant stakeholders on time.
    - Communication and follow-up with ethics board.
    - Confidential data entry, data management, data analysis, and data monitoring.

Clinical Research Coordinator (Full Time) **November 2017 – Present**
Lead Coordinator, Calgary Site,
IMAGINE SPOR Chronic Disease Network (http://imaginespor.com)
Department of Medicine (GI Division), University of Calgary

Key Responsibilities:

- *Project Management:*
    - In charge of multiple clinical studies at the Calgary site.
    - Protocol development and strategic planning for project implementation individually and as a team.
    - Patient screening, consenting, recruitment, scheduling, follow-up, and coordination of standard of care needs.
    - Extracting clinical data of participants from Clinical databases (SCM and Netcare)
    - Completing CRFs and other research questionnaires with participants.
    - Coordinating sample collection from participants with research and community laboratories.
    - Compilation and maintenance of clinical study logs, reports and regulatory documents.
    - Communication with the main site in order to maintain smooth flow of the study.
    - Mentoring and supervising researcher assistants.
    - Writing weekly report for the principal investigators.

- *Administrative Activities:*
    - Management of research ethics application, amendments and submission.
    - Adverse Event report to ethics board
    - Communication and follow-up with ethics board (CHREB).
    - Confidential data entry, data management, data analysis, and data monitoring.

- *Financial and Other Activities:*
    - Research account management.
    - Purchasing and procuring from preferred vendors and other vendors through vendor setup.

Clinical Research Coordinator (Full Time) **February 2017 – November 2017**
Department of Medicine (GI Division), University of Calgary

Key Responsibilities:

- *Project Management:*
    - Protocol development and strategic planning for project implementation individually and as a team.
    - Patient recruitment, scheduling, follow-up, coordination of standard of care needs, maintaining screening, enrolment, and intervention logs.
    - Completing CRFs and other research questionnaires with participants.
    - Coordinating sample collection from participants with research and community laboratories.
    - Compilation and maintenance of clinical study logs, reports and regulatory documents.
    - Extracting clinical data of participants from Clinical databases (SCM and Netcare)
    - Communication with registered dietitians to improve access and support for the patients, with physicians and fellows to identify patients.
    - Mentoring student researchers.
    - Writing weekly report for the principal investigator.

- *Administrative Activities:*
    - Management of research ethics application, amendments and submission.
    - Communication and follow-up with ethics board (CHREB).
    - Confidential data entry, data management, data analysis, and data monitoring.

- *Research Activities:*
    - Scientific manuscript writing.

- *Financial and Other Activities:*
    - Research account management.
    - Purchasing and procuring from preferred vendors and other vendors through vendor setup.
    - Assisting the PI to develop research grant applications.

Research Assistant (Part time) **October 2014-January 2017**
Department of Family Medicine, Cumming School of Medicine, University of Calgary.

Key responsibilities:

- Communication with the organization and individual participants
- Research ethics application and management
- Research grant application
- Writing scoping and narrative literature reviews in systematic approach
- Data collection and management from the participants

- Managing social media sites for knowledge translation
- Basic statistical work using STATA
- Systematic literature search and screening
- Data extraction and gap analysis

Peer reviewed publications:

3 original research articles, 1 systematic review and 3 narrative reviews as first author; 6 original research articles and 3 systematic reviews as supporting author. Pubmed: https://www.ncbi.nlm.nih.gov/pubmed/?term=shommu+ns

References

Available upon request