

# BICS

THE BUCHAREST  
INTERNATIONAL  
CLINICAL TRIALS  
SYMPOSIUM

14 NOVEMBER 2025  
Hybrid Event





# The Study Co-Ordinator: Invisible Conductor of Complex Studies ....Also For Vendors

Multiple Roles of Study Co-ordinators

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## Expectations:

**Anticipation and proactive communication prevent 80% of study problems**

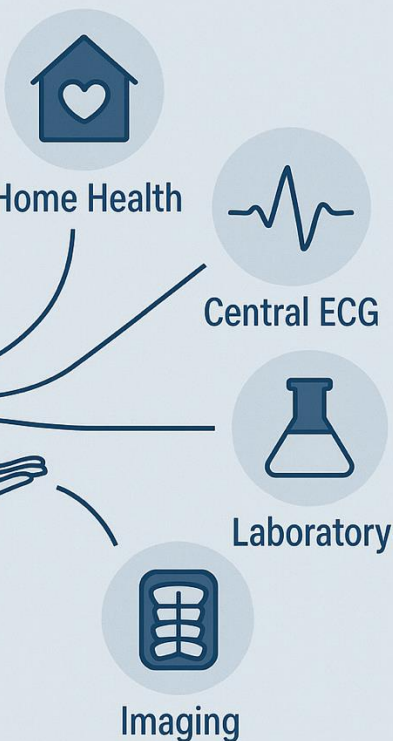
- Not only the Sponsor, the CRO, the investigators and the study team have expectations
- Also vendors have expectations
- In the contemporary world of outsourcing to multiple vendors the role of the Study Co-ordinator becomes more and more important.



# Study Coordinator and Vendors

## INTERACTION WITH VENDORS

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SC does not control all processes.  
She/he enables and aligns them.

Ensures communication and clarity.



## Expectations: understands the processes

- Will know each and every patient in the study and their particularities
- Will organise all visits/examinations promptly and on the target date
- Will accommodate changes immediately and communicate them to others
- Will have the source data ready
  
- Will distinguish between the Sponsor, the CRO, and the vendors
- Will know which vendor does what and who is the contact person



# Expectations: is aware of responsibilities

- Will be aware of study supplies and order new ones without being asked
- Will be aware of their and any other`s responsibilities
- Will be able to get all information you need despite not knowing it immediately
- Will always answer the phone and meet deadlines
  
- Will NOT send you to someone else instead of getting the info
- Will NOT make too many data entry mistakes in the CRF



# IDEAL STUDY COORDINATOR



- Will know all the patients in the study
- Will organise all visits promptly and on the target date
- Will accommodate changes immediately and communicate them to others
- Will distinguish between the Sponsor, the CRO, and the vendors
- Will know which vendor does what and who is the contact person
- Will be aware of study supplies

Knows every contact. Knows every process. Communicates early.  
Documents everything.

**Thank you for your attention!**