

Rutul Parekh

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SUMMARY

- Results-driven healthcare professional with hands-on experience as a Research Assistant at the Shivrath Centre of Excellence in Clinical Research.
- Proficient in research ethics preparation, ensuring adherence to ethical standards in clinical research projects.
- Skilled in data management and statistical analysis, implementing quality control measures for accurate research methodologies.
- Expertise in summarizing complex research data into tables, graphs, charts, and narratives for effective reporting.
- Outstanding social and interpersonal skills developed through collaboration with investigators and other research staff.
- Extensive experience working with cancer patients during physiotherapy service provision, specializing in diagnosing and treating TMJ post-chemotherapy patients.
- Played a crucial role in planning and executing clinical studies, ensuring compliance with FDA, ICH, and GCP regulations, conducting study audits, developing SOPs, and identifying opportunities to reduce protocol deviations.
- Coordinated with research coordinators to ensure the accuracy and transparency of data.
- Seeking to leverage a strong foundation in clinical research and a holistic understanding of patient care to contribute to impactful projects at The Ottawa Hospital Cancer Centre.

Languages: English (Fluent), Hindi (Fluent), Gujarati (Fluent)

Computer skills: R – Statistical Analysis, MS Office Suite (Advanced Excel, Outlook, Access), Database Management, MySQL, SAS.

WORK EXPERIENCE

Research Assistant

Sep,2016 - July,2017

Shivrath centre of excellence in Clinical Research – Ahmedabad, India

- Provided crucial support for the planning and execution of clinical studies under the direction of the Clinical Research Associate (CRA), actively contributing to the success of research initiatives.

- Collaborated in the review of study documentation, ensuring accuracy and adherence to protocol, and drove process improvements to enhance efficiency and data quality.
- Ensured strict compliance with FDA, ICH, and GCP regulations, implementing rigorous quality control measures throughout the research process.
- Conducted thorough study audits to guarantee the integrity and reliability of research data, identifying and addressing any discrepancies promptly.
- Developed and updated Standard Operating Procedures (SOPs), creating a standardized framework for study processes, and ensuring consistency in research methodologies.
- Proactively identified opportunities to reduce protocol deviations, implementing corrective actions to maintain the highest standards of research integrity.
- Assisted in the preparation for conducting experiments, demonstrating meticulous attention to detail and precision in research activities.
- Coordinated with research coordinators to ensure the accuracy and transparency of data, fostering a collaborative and communicative research environment.
- Managed detailed databases, overseeing data entry, verification, and maintenance to guarantee the accuracy and reliability of research findings.
- Summarized complex research data into tables, graphs, charts, and narratives for comprehensive reporting.
- Wrote detailed reports and delivered oral presentations, effectively communicating research activities, methodologies, and outcomes to diverse audiences.

PHYSIOTHERAPIST, Owner

Aug 2017 - Oct ,2021

Cure Multispecialty Physiotherapy Clinic – Ahmedabad, India

- Planned individually designed treatment programs for 75+ patients, resulting in a 20% increase in physical functioning and a 15% reduction in pain levels while preventing disability.
- Treated a wide range of conditions and worked with patients of all ages.
- Achieved a 95% treatment success rate by possessing strong assessment and diagnosis knowledge of acute and chronic conditions.

CLINICAL CARE COORDINATOR

Nov ,2021 - Mar,2023

Lifemark Health Group – Ottawa, ON

- Professionally handled over 50 telephone calls daily, consistently providing excellent customer service by addressing questions and concerns.
- Ensured accurate intake of information during patients' first clinic visit and throughout their treatment plan, resulting in a 98% reduction in data entry errors.
- Coordinated patient appointments and maintained medical records, leading to a 15% improvement in appointment scheduling efficiency and record-keeping accuracy.
- Achieved 100% accuracy in data entry and billing processes, reducing billing discrepancies and increasing revenue collection.
- Streamlined coordination of courier packages and processing of incoming and outgoing email, mail, and faxes, improving office efficiency by 30%.
- Implemented new policies and conducted staff education, resulting in a 20% reduction in errors and enhanced understanding of office procedures.

Lead Physiotherapy Assistant

Mar ,2022-Oct ,2023

Pro Physio Clinic, 150 Montreal Road, Ottawa, ON

- Trained over 50 graduate students for physiotherapy assistant duties.
- Performed patient enrollment by checking insurance approval, resulting in a 50% increase in appointment bookings due to the delivery of an exceptional customer experience.
- Captured medical data using EHR software.
- Explored dataset to identify most important patient and clinical characteristics.
- Created various Excel documents to assist with pulling metrics data and presenting information to stakeholders for concise explanations of best placement for needed resources.
- Developed required policies and procedures that reflected actual goals, tasks, and workflows, while meeting all regulatory compliance requirements.
- Used statistical methods to analyze data and generate useful reports.

EDUCATION

Data Analysis - Certification

2023

- Coursera, Google Data Analytics, Distant learning.

Bachelors of Science (Physiotherapy)

2012-2017

- Ahmedabad Institutes of medical sciences, Gujarat, IN.