

Job Title: Clinical Research Coordinator**Position Type : Permanent, Full Time****Job Description:**

Responsible for the implementation and coordination of clinical research studies and clinical trials.

Duties:Key Duties:

- Recruit, obtain informed consent, screen and enroll patient research subjects in suitable studies/clinical trials
- Review of Medical History of patients against Inclusion/Exclusion Criteria of studies
- Schedule patient visits according to study protocol visit window and coordinator/investigator schedule
- Performs Patient Visit Reminders, Visit Confirmations and/or Rescheduling of Visits – i.e. due to investigator schedule change, subject requests a change and any other reason
- Meet with patient research subjects and perform visit requirements
- Gather all medical info available since the last visit
- Review for adverse events and any changes in patient history
- Assessments of vital signs, phlebotomy, specimen collection and lab processing and shipment
- Immediate collection of all data pertaining to patient visits and immediate completion of paperwork to be sent to Sponsor Medical Director (via EDC or as directed by sponsor of study)
- Confirm all required data is collected and transferred to case report
- Complete all Case Report Forms (CRFs) before all monitoring visits during the study
- Be on hand throughout the visit to answer questions and facilitate the monitoring visit
- Resolve all issues possible while the Monitor is on site
- Collection of required documentation and physician investigator signatures for Protocol
- Communicate with physicians, ancillary personnel, hospital departments
- Communicate with Sponsor/CRO; obtain required documents
- Coordinate with physicians, hospital, coordinators schedules and other departments for scheduling the trials and visits
- Reserving the conference room and coordinate with sponsor representative for all site visits and Investigator Meetings
- Coordinate all Investigator Meetings (whether webinars or when travel is required)
- Receiving supplies, review inventory (devices, drugs)
- On occasion, review new Study Protocol for feasibility, capability, logistics, personnel needs
- Getting information and advertisements out in community and into physician investigator's practices
- Update study trackers for subject visits
- Follow-up reports of SAE whenever new information/data is obtained
- Request patient medical records from ER, hospitals, other physicians
- Update and ensure that all device and/or drug accountability is current
- Work on other projects as directed by the Site Director

Work Environment:

Similar to the working conditions found in most general administrative work areas with occasional requirement to travel short distances outside of the office to other physician investigator offices or, occasionally, also travel to Investigator or Site Initiation meetings in other states.

Hazards:

Able to work with blood, tissue samples and basic medical devices.

Skills/Qualifications:

Appropriate education and/or experience may be substituted on equivalent basis

Education:

- High School Diploma

Certifications/Licenses:

- CCRP or CCRC preferred.

Experience:

- Knowledge of basic hospital activities.
- Ability to conduct clinical research with a strong attention to detail is required.
- Ability to lead by example, work independently and conduct daily operations in accordance with instructions from the Site Director.
- Excellent oral and written communication skills are essential.
- Strong critical thinking and problem solving are required.
- Strong computer skills.
- Knowledge of clinical research study principles including appreciation for protocol adherence and human subject research ethics.
- 2 years of experience in research program coordination.
- Experience with program management in a pharmaceutical, medical device or academic research environment preferred.
- Prior work with clinical research or patient care preferred.