

Job Title: Patient Recruitment Coordinator (“PRC”)**Position Type : Permanent, Full Time****Job Description:**

Responsible for the implementation and coordination of all patient recruitment and patient database management for a growing clinical research site. Also responsible for assisting in business development as directed by the Business Development Associate.

Patient Recruitment:Key Duties:

- Field all initial patient phone screenings and input/regularly update all patient information into the patient database in order to ensure the most accurate database possible;
- Run Salesforce reports to assist in identifying potential patients for enrolling trials then contacting them and qualifying their interest in the trial;
- Work with the lead Clinical Research Coordinator (CRC) on enrolling trials to develop a recruitment cheat sheet for use in screening new patients;
- Follow up with monitors and medical monitors as needed to determine if a patient fits the trial eligibility requirements;
- Mail and follow up on all outstanding patient HIPAA authorization requests;
- Coordinate with CRC’s and effectively schedule new patient screening visits;
- Meet with all health screen patients to ensure they have been reviewed for all possible enrolling trials;
- Follow up with any patients who are scheduled more than a week out in order to maintain their interest in the trial and to ensure they understand the trial eligibility requirements;
- Updating the Medical Research South website and Craigslist for enrolling trials and following up with any related patient submissions in a timely manner;
- Following up on trial specific, central advertising campaign patients and scheduling them for a trial if they qualify based on pre-screening;
- Internal/External Marketing for Study Recruitment – Suggest and implement new patient recruitment initiatives (i.e. display boards, pamphlets, patient referral program, and other in-office advertising initiatives);
- Database/Direct Mail and Building Relationships with Investigator’s Office Staff - Become familiar with each investigator actively participating in a trial and MRS in general. Perform as a liaison between MRS and the Investigator and his/her Office Staff as assigned by the Management Team. On a regular basis, work directly with them (or facilitate our access) to source and contact (mail or phone) patients in their own patient databases whom may be eligible to screen for studies;
- Assist with the implementation of any Company Sponsored patient marketing/recruitment initiatives and community outreach initiatives such as Company participation in health fairs, community events and all activities to enhance MRS’s visibility and ability to attract potential patients for current and future clinical research trial participation.

Patient Database Management:Key Duties:

- Become proficient in the functionality of Salesforce as it relates to Medical Research South's patient database and gain a full understanding of how new/existing patient information should be captured and updated;
- Document and maintain all Company processes for fielding and inputting NEW patient screenings (phone, web submission, in-person);
- Document and maintain all Company processes for, regularly updating EXISTING patient information in Salesforce;
- Document and maintain all Company processes for managing the process of generating Salesforce Reports;

Business Development:Key Duties:

- Assist with the implementation of any new business development projects as assigned by the Business Development Associate and/or CEO including but not limited to:
 - Maintaining the new business pipeline
 - Updating investigator information on Sponsor/CRO portals
 - Qualifying new Sponsor/CRO relationships

Education & Experience:

- Preferably a bachelor's degree in business administration, marketing, communications, life sciences or health administration, or a related discipline;
- Preferably 2 or more years experience in recruitment, sales, or as a clinical research coordinator with a proven track record of consistent patient recruitment results;
- OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Skills & Qualifications:

- Highly proficient in computer software applications including the entire Microsoft Office Suite of programs such as Excel, Outlook, Word, and the ability to learn and master existing Company applications (i.e. Salesforce.com) and all future software applications and programs that may be integrated into the Company;
- Excellent communication and organizational skills;
- Highly persistent and energetic professional style;
- Self-motivated and driven to reach goals/objectives with limited management oversight