STATS COVID-19 Study

POSITION DESCRIPTION

Clinical Research Coordinator I

This is a full-time, independent contractor position to be employed by St. Luke's Research for a term of eight (8) months. The salary for this position will be $43,300 for the eight month term.

To apply, submit a cover letter and resume by email to info@blainecovidstats.com

JOB SUMMARY

The Clinical Research Coordinator I (CRC) will coordinate day-to-day activities for assigned clinical research protocols for the STATS study in Sun Valley, ID while demonstrating competence in clinical research skills, problem-solving, and priority setting.

Responsibilities:

The coordinator level I will participate in the planning, coordination, and implementation of complex investigator-initiated, industry-sponsored, and cooperative group clinical research studies involving human subjects. This individual will work under the supervision of the Senior Clinical Study Coordnator and will be required to perform their responsibilities with both collaboration and independence within the scope of study protocol(s) and institutional guidelines. Collaborate with a multi-disciplinary team and provide guidance to other study staff in carrying out research implementation tasks.

Perform some or all the following responsibilities as directed by the senior study coordinator:

Study Conduct / Clinical Research Practice

- Screen and recruit subjects either within the consortium or the community dependent upon study specific requiremnts, enroll, and follow research subjects, schedule apointments, complete case report forms (CRFs), place physician orders, coordinate research study visits, communicate with the primary care teams, investigational staff and research subjects.
- Perform daily responsibilities and essential study tasks required to plan and execute investigator driven/industry-based clinical research trial and non-intervention protocols.
- Coordinate research and administrative activities related to the STATS study, ensuring all projects are completed according to project timelines.
- Train volunteers as needed and develop standard operating procedures (SOP) or other necessary documents for standardized study conduct under the direction of the Senior Study Coordinator.
- Serve as project liaison, representing the project to other departments, funding sources, affiliated individuals or institutions, and outside organizations.
- Assit the Senior Study Coordinator with quality assurance and compliance tasks.

- Serve as a resource person for the investigator and/or research sponsor, research subjects, local and central labs, monitors and primary care teams.
- Collaborate with investigators and coworkers to ensure completion of study activities.
- Travel to St Luke's Medical Center, or designated laboratory site that will be required for the enrollment of study subjects.
- Ensure accurate enrollment records are maintained and up to date.
- Coordinate specimen collection, transport, processing, storage, and shipment procedures according to protocol requirements. Track and maintain research supplies.
- Create source documents or CRFs as needed to promote efficient data collection and entry.
- Review CRFs to ensure completeness, accuracy, and compliance with Good Clinical Practice.
- Identify and report any adverse events in accordance with protocol, regulatory guidelines, and institutional policy.

Protocol Development and Implementation

- Help to review research protocols for feasibility and collaborate with study leadership to develop the study budget and implementation plans.
- Develop and maintain tools for study implementation, which may include data collection tools, study reference materials, and study specific orders. Revise and utilize tools as necessary to fulfill the aims of the clinical trial.

Budget and Billing

- Assist the Senior Study Coordinator with budget requests for study materials and prices on study activities.

Regulatory Compliance and Documentation

- Facilitate protocol monitoring visits and collaborate with study monitors to resolve data discrepancies and procedural issues.
- Provide input to the regulatory coordinator on protocol document submissions and continuing review reports.
- Prepare or assist in preparing consent forms, continuation review reports, protocol modifications, serious adverse event reports, and other study reports.

Other Duties Which May Be Required:

- Perform retrospective chart review as required.
- Travel for investigator meetings if required.
- Will require weekends and holiday coverage for clinical studies.
- Other duties as assigned.

Qualifications

- BA/BS in a biological or life science field preferred. Project coordination experience or work in a clinical trials coordination setting ideal.
- Computer experience including electronic CRF, MS Office including Excel, Outlook, PowerPoint and Access.
- Knowledge using REDCap databases is desirable but not required
- Excellent written and communication skills, attention to detail, high-level organization, leadership ability, and the flexibility to work in collaboration with a multi-disciplinary team.