Job Description

Job Title: Certified Clinical Research Coordinator CCRC-1

Date Developed: April 2000

Statement of Purpose: Works under the supervision of the President of R-Research Provides supervision to an array of tasks associated with clinical trial studies to include: collection of an organized and timely fashion while promoting and upholding attitudes of caring, compassion, justice and respect for the human person.

Essential Function:

1. Meets all the requirements of essential functions outlined for Clinical Research Coordinator-1.

2. Works as Team Leader to coordinate clinical trials through all phases, including procuring trials from study sponsors, obtaining physician investigators, negotiating budgets, and working with site coordinators to determine feasibly.

3. Manages the preparation of all required regulatory documents prior to and during the study.

4. Monitors case report forms for completeness and assures signed consents were obtained, etc., as indicated.

5. Assures that there is sufficient knowledge of inclusion/exclusion for patient enrollment.

6. Develops a plan to assure all lab specimens are properly obtained and processed for shipment to local or reference laboratories.

7. Prepares for visiting study monitors by compiling required documentation.

8. Works with site coordinators and physician investigators and their staff to develop workflow plan.

9. Arranges study related procedures and billing mechanisms for ancillary services.

10. Provides appropriate communication with study sponsors when physicians investigators and team members have questions or concerns.

11. Coordinates start-up meeting attendance for required team members, including self, as indicated by sponsor.

12. Effectively utilizes and manages human, fiscal and other resources.

13. Identifies, plans, develops, and evaluates personal and learning developmental needs.

14 Functions in such a way as to live out the mission and value statement of R-Research

15. Maintains confidentially of patients, physicians and co-workers.

Marginal Job Functions:

1. Is available to travel to individual sites with short notice.

2. Performs other duties as assigned

Qualifications:

Education: Associates Degree from a two-year college or technical school (Nursing, pharmaceutical or Science related field) and be certified by a nationally accredited certified program.

Experience: Minimum of two years experience as a research coordinator.

Skills: Ability to work independently with a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to perform supervisory tasks.

Interpersonal Skills: Good communication skills are necessary related to the constant communication, both oral and written, with patients, families, visitors and organization staff.

Accountable for own conduct and promotes and supports positive working relationships among staff between other disciplines, families and patients.

Physical Effort: Moves/lifts boxes weighing 25 pounds or less, frequently: and up to 35 pounds infrequently: assist/transfer patients, infrequently.

Other:

1- Working conditions:

- Exposed to environmental hazards normally associated with employment in a medical facility. Some occupational exposure to blood and body fluid.
- Able to perform effectively in emergency and stressful situations.
- Able to travel by car and commercial and private plane.

Hours of work:

1- Employee will be working for a 40 hour week with an FSLA exempt Status.

Reports to Research Office Manager or Administration.

Prepared by: _____

Office Manager

Approved by: _____ Date: _____

President/CEO