

Clinical Research Coordinator

The Research Coordinator is responsible for the coordination, implementation and conduct of multiple research projects in various areas and specialties. This includes screening, recruitment, and enrollment of patients, as well as facilitating the consenting process. The individual will work under the PI to coordinate, implement and monitor progress and completion of clinical studies/trials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversee the administrative functions of multi-site research studies.
2. Provides nursing care to include vital signs, to research subjects enrolled in studies and maintains continual clinical assessment of research subjects.
3. Ensures the completion and maintenance of consent forms, case report forms, SAE's and source documents to ensure that research is being conducted according to IRB, FDA, HSPC, HIPAA and other agency guidelines.
4. Coordinates and facilitates study monitoring.
5. Manages the project within established time.
6. Acts as liaison with Principal Investigators, pharmaceutical company representatives or other project funding organizations to monitor and update project progress.
7. Coordinates and participates in patient screening, recruitment and scheduling, initiating research patient records, administration of questionnaires, maintaining database Excel spreadsheets, completion of case report forms, performing data edits with P.I.'s research staff, pharmaceutical company monitors, etc.
8. Maintains monitors of patient data records.
9. Protects rights and research data of research volunteers, including medical records, data, etc. Obtain necessary consent forms, or HIPAA information forms as needed, in research process.
10. Attends site qualification, initiation and close out visits.
11. Performs other related duties as assigned or required.

Send your cover letter and resume to information@iluminaclinical.com