Retina Northwest

Retina and Vitreous Diseases

JOB TITLE: **Clinical Research Coordinator**
DEPARTMENT: Research
REPORTS TO: RNW Physicians/Practice Manager
SUPERVISES: N/A
FLSA STATUS: Exempt
WORK STATUS: Full-Time

JOB OVERVIEW: The primary concern of all personnel in the research department is the safety, protection and care of the patient as a study subject. The Research Coordinator works closely with the physicians, practice manager and clinical staff to evaluate clinical trials and ensure that all study related procedures are completed properly from a clinical and regulatory perspective.

Our Mission: To serve the community by providing the highest level of specialized retinal care in an efficient, compassionate and supportive environment.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Under minimal supervision:

1. Assures that RNW fulfills all requirements in accordance with all applicable governing regulations to ensure the rights and protection of human subjects in clinical trials...
2. Works in collaboration with physicians to identify, prescreen and recruit eligible patients.
3. Develops Research Fee Slips specific to each study working alongside the Business Services Lead and Patient and Business Services Manager
4. Creates; reviews, maintains and updates protocols, brochures, advertisements, informed consents, SOPS, the research intranet, subject information templates and patient files.
5. Assures that RNW fulfills all requirements of studies, obtains study specific essential documentation and required materials from the sponsor, and ensures that all requirements are documented in the regulatory binder and implemented consistently throughout the trial.
6. Establishes and maintains working relationships with RNW staff, local and central IRBs. Submits regulatory documents on the behalf of the clinic site and assists in the resolution of issues to IRB submissions and the approval process throughout the study.
7. Takes personal initiative, exhibits self-motivation, and must be able to coordinate multiple projects simultaneously.

ADDITIONAL RESPONSIBILITIES/DUTIES:

1. Obtain patient histories and performs refractions, EKGs, visual acuities, tonometry and other tests according to study protocols.
2. Communicate with physicians and staff to apprise them of changes in study protocols.
3. Instruct patients regarding study, protocols and procedures.
4. Maintain thorough knowledge of informed consents.
5. Coordinate all study activities including scheduling patient appointments and acting as a liaison between physicians, the sponsor and Sylvan clinic staff (Routinely meet with physicians and Sylvan Clinical Site Supervisor to streamline research patient flow)
6. Maintain exam rooms for necessary supplies and materials in accordance with RNW policy/process.
7. Maintain adequate medical supplies and investigational products required for the study. Order and maintain drugs and supplies for studies.
8. Attend executive director approved investigator meetings and conferences, representing RNW in a professional manner, and act appropriately at all times.

MINIMUM JOB REQUIREMENTS:

Education: Bachelor's degree in a related field, or relevant healthcare experience required.
Certifications: ACRP or SOCRA (preferred).

Experience: Minimum of 3 years' experience in clinical research coordination required.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Ability to effectively communicate.
2. Knowledge and practice of excellent customer service concepts and clinic policies.
3. Knowledge of educational techniques in instructing patients.
4. Knowledge of medical record use.
5. Ability to react calmly and effectively in emergency situations.
6. Knowledge of ophthalmic medical office required procedures.
7. Skill, knowledge and competency in EMR, Microsoft Office (specifically Excel Spreadsheets, Word, and Publisher), spreadsheet maintenance and database management.
8. Ability to create, maintains, and organizes schedules and responsibilities.

OTHER ABILITIES:

1. Ability to establish and maintain courteous and professional working relationships with physicians, staff and patients.
2. Ability to work as a team member, promoting a positive work environment by supporting teammates and recognizing the contributions of others.
3. Ability to prioritize daily tasks and responsibilities to ensure deadlines are met in accordance with protocol specific requirements.

PHYSICAL/MENTAL DEMANDS:

1. Prolonged standing, sitting, and infrequent bending, twisting, and stooping.
2. Occasional mental stress from the workload, or from dealing with upset patients/physicians and/or emergency situations.
3. May lift 05 – 10 pounds.

This description is intended to provide only the basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, ability and working conditions including physical requirements may change as needs evolve.

*Hours may be variable or adjusted based on clinic needs and patient census.

Retina Northwest is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.