Clinical Research Coord Ladder Matric (Dry Lab) June 2021

	Clinical Research Job Family (Dry Lab)				
Job Title	**Clinical Research Assistant**	**Clinical Research Coord I**	**Clinical Research Coord II**	**Clinical Research Coord III**	**Sr Clinical Research Coord**
Job Code	**MR0011**	**MR0129**	**MR0130**	**MR0131**	**MR0132**
Pay Grade	15	40	41	43	44
Position Summary	Under the supervision of the Principal Investigator or designee, the Clinical Research Assistant is responsible for performing delegated tasks and procedures involving human subjects in support of clinical research protocols.	Under the direction of the Principal Investigator (PI) or designee, the Clinical Research Coordinator I is responsible for independently performing delegated tasks and procedures involving human subject research. This work includes coordination of regulatory activities and aspects of collection and management of data for research protocols related to treatment, ancillary services, and prevention practices.	Under the direction of the Principal Investigator (PI) or designee, the Clinical Research Coordinator II is responsible for independently performing delegated tasks and procedures involving human subject research. This work includes coordination of regulatory activities and aspects of collection and management of data for complex research protocols related to treatment, ancillary services, and prevention practices.	Under the general direction of the Principal Investigator (PI) or designee, the Clinical Research Coordinator III is responsible for independently performing delegated tasks and procedures involving human subject research. This work includes coordination of regulatory activities and aspects of collection and management of data for complex research protocols related to treatment, ancillary services, and prevention practices.	Under the general direction of the Principal Investigator (PI) or designee, the Senior Clinical Research Coordinator is responsible for independently performing delegated tasks and procedures involving human subject research. This work includes coordination of regulatory activities and aspects of collection and management of data for complex research protocols related to treatment, ancillary services, and prevention practices.
Essential Functions /Scope	The Clinical Research Assistant is an entry level research position that is expected to: • Assist PI in development of protocol¬ specific tools to aid in study documentation • Collect record, evaluate, update, and store/transport pertinent data and samples in relation to protocol • Schedule patient tests and/or interview • Conduct patient telephone follow-up • Maintain appropriate operations as needed including to stock, inventory, store, and order samples/supplies	• Obtain consent of research participants in accordance with IRB protocols • Identify, schedule, conduct participant study visits, interviews, & tests • Coordinate participant remuneration per protocol • Maintain regulatory documentation. Provide data to study Investigators, sponsors and/or external monitors/auditors • Identify issues with protocol compliance. • Document and collect data and/or samples for research related procedures performed during participant study visits. • Track and maintain study enrollment • Assist with financial /operational aspects of grant and contracts. • Participate in grant preparation, manuscript writing, data presentations and IRB processes • Provide detailed written summaries from literature searches and related sources to serve as a resource for the study team and clinicians/PIs • Present study status reports	Duties under CRC I plus: • Ensure accuracy and completion of all regulatory documentation, including local or central IRB and study data • Conduct preliminary quality assurance reviews of study data • Track and maintain study related information in the data management system within the required timeframe • Contribute to the design, development, and documentation of study related data and collection tools, (e.g. questionnaires, treatment data and/or therapeutic checklists) • Responsible for monitoring the inventory of research related supplies • Ensure clinicians and/or PI accurately document their study activities according to protocol. • Monitor strict adherence to all study protocols, including all regulatory requirements. • Comply with all safety and infection control standards • Adhere to Good Clinical Practice guidelines and all human subject protection practices	Duties under CRC II plus: • Direct the activities of research support staff. Assist with the training of staff • Recruit, screen, select, maintain and terminate study subjects for multiple protocols • Develop preliminary designs for study related documentation of data and collection tools, (e.g. questionnaires, treatment data and/or therapeutic checklists) • Contribute to grant preparation, assessment of protocol feasibility, manuscript writing, data presentations and IRB processes • Responsible for clinical research billing review within the required timeframe • Identify and resolve issues with protocol compliance. Keep principal investigator and manager aware of any issues regarding compliance	The Sr. CRC is the top level individual contributor. The position is responsible for the efficient & effective coordination of the human, financial, and physical resources for multiple research studies. The scope of this position includes monitoring strict adherence to study protocols, billing review & supervising activities of research support staff. • Responsible for smooth operation of all assigned studies on a day-to-day basis, interacting w/investigators, staff members, clinicians & sponsors to ensure project timelines & goals are met • Contribute independently to the development of preliminary designs for study related documentation of data & collection tools • Oversee regulatory documentation, including local or central IRB & study data. Oversee provision of data to study Investigators, sponsors and external monitors/auditors • Contribute independently to grant preparation, assessment of protocol feasibility, manuscript writing, data presentations and IRB processes.
Required Qualifications	• Bachelor's degree or equivalent experience 0-1 year of related experience • Experience in using computer-based tools (Word, Excel, Access, Outlook, PowerPoint, etc.) • Oral and written communication skills • Excellent organizational and interpersonal skills required	Bachelor's degree in a scientific or health related field or equivalent experience 0-1 year of related experience • Ability to travel off site locations	Bachelor's degree in a scientific or health related field or euivalent experience 1-3 years of related experience • Ability to travel off site locations	Bachelor's degree in a scientific or health related field or equivalent experience 3-5 years of related experience • Ability to travel off site locations	Bachelor's degree in a scientific or health related field or equivalent experience 5-7 years of related experience Demonstrated knowledge of quality management principles in a scientific or hospital setting
FLSA Status	Nonexempt	Nonexempt Professional	Exempt	Exempt	Exempt
Promotional Process	Requisition	Requisition or In-family Promotion from Clinical Research Assistant	Requisition or In-family Promotion from Clinical Research Coord I	Requisition or In-family Promotion from Clinical Research Coord II	Requisition or In-family Promotion from Clinical Research Coord III