

Job description

Clinical Research Coordinator

DESCRIPTION: Coordinates clinical research program by identifying and assessing patients, distributing information, acting as a clinical resource for the study physician's, sponsor representatives and patients, conducting follow-up care for patients, attending meetings pertaining to the clinical trials.

SUMMARY - Assist in the daily operation of clinical trials by coordinating clinical research studies according to site SOPs, GCPs and all Federal Regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Conducts clinical research studies according to study sponsor requirements in conjunction with FDA and ICH/GCPs guidelines.
- Conduct clinical research studies according to designated pharmaceutical sponsor's protocol
- Provide documentation of all study procedures conducted in a clinical trial.
- Recruit and maintain patients in assigned studies.
- Perform necessary protocol-related procedures.
- Screen potential patients both via phone and in office.
- Maintain adequate study medication documentation.
- Keep investigators updated on patient's status and any changes in the patient's medical condition that the patient has not reported to the doctor.

SUPERVISORY Responsibilities This job has no supervisory responsibilities.

QUALIFICATIONS 2-3 years' experience as a CRC. BS, BA, or LPN preferred.. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE Skills Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals and clinical research related materials such as a source document or CRF. Ability to write minimal routine correspondence and progress notes.

COMPUTER Skills Typing and computer skills are necessary to adequately perform this job.

REASONING ABILITY to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Has the Ability to deal with problems involving several variables and outcomes.

Job Type: Full-time

Salary: \$45,000.00 - \$55,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Supplemental pay types:

- Bonus pay

Work Location:

- One location

Work Remotely:

- No

Work Location: One location

Application questions

You have requested that Indeed ask candidates the following questions:

- Are you willing to undergo a background check, in accordance with local law/regulations?