# Research Study Coordinator

**Job Description:**

The Research Study Coordinator will coordinate clinical research trials reporting to the Research & Clinical Programs Manager. This is a unique opportunity for individuals who are looking for a hands-on research role, wants to serve veterans and seeks to be part of the research industry in the Greater Boston area. Tasks will be performed according to study protocol and as assigned. They include taking vital signs, obtaining informed consent, data entry as well as identification and reporting of adverse events. The Coordinator will be assigned to several projects at any given time. Candidate should have relevant experience, be well-organized, capable of following policies and procedures, and flexible. Preference will be given to applicants who are currently licensed as a Medical or Nursing Assistant, LPN or RN and who has BLS certification. This position is one component of a clinical research team. Competitive salary commensurate with experience. Full posting at: www.brci.us Application to: Gloria.Senn@va.gov

**Roles and Responsibilities:**

- Screen potential research subjects, obtains informed consent form human research subjects, and enrolls subjects in the study in compliance with approved study protocols.
- Assess eligibility of potential subjects through methods such as screening interviews, reviews of medical records.
- Inform patients and caregivers about study aspects and outcomes to be expected.
- Administer study surveys in face-to-face meetings with enrolled patients and over the telephone.
- Monitor study activities to ensure compliance with protocols and with all relevant local R&D Committee, IRB and federal institutional policies.
- Register patients into the study database and provide continued follow up throughout the study.
- Organize and maintain study space, equipment and supplies.
- Track enrollment status of subjects and complete case report forms.
- Record adverse event and side effect data and confer with Principal Investigator regarding the reporting of events to oversight agencies.
- Collaborate with team to prepare presentations or reports on clinical study procedures, results, and conclusions.
- Work with Research & Clinical Trial Manager to prepare and submit documents to IRB.
- Support the research team in the execution of trials within the scope of the established study protocol as directed.
- Adhere to all human subject research study regulations as defined by VA and federal government.
- Perform other duties as assigned.
- Maintains confidentiality of patient information and other data in compliance with all research regulations.

**Personal Attributes:**

- Treats others with respect, works with integrity and ethically; upholds organizational values

- Follows policies and procedures
- Works quickly and prioritizes and plans work for high volume of activities using time efficiently
- Reacts well under pressure and adapts to change in the work environment, manages competing demands, changes approach or method to best fit the situation
- Ability to deal with frequent change, delays or unexpected events
- Keeps commitments, completes tasks on time or notifies appropriate person with an alternate plan.
- Provides strong attention to detail and is highly organized.

**Qualifications:**

- Minimum of Bachelor's Degree in health care related field
- Current licensure as a Medical or Nursing Assistant, LPN or RN is a plus
- Three – five years' experience and or training in a hospital and/or clinical research setting
- Computer skills and familiarity with medical and medical research terminology
- Ability to prioritize and organize a high volume workload and changing priorities
- Demonstrated skills at working on multiple projects simultaneously

**Physical Requirements:**

- Sitting while working at a computer terminal or within clinics or inpatient units
- Standing/Walking throughout required work area and between buildings on campus
- Crouching/Stooping to complete patient assessments or retrieve items from file drawers, cabinets and shelving
- Reaching to complete patient assessments or retrieve items from file drawers, cabinets and shelving
- Lifting bulky records, boxes, files and equipment (up to 20 pounds)
- Talking and hearing in person and on a telephone

**Working Conditions/Operation of Equipment/Tools:**

- Works an office setting, a clinic, and in a Medical Center with inpatient and long-term care.
- Continually operates office machines including computer, peripherals, fax, copying and telephone.
- Occasionally adjustments in hours work and/or weekend hours may be required.
- Same day travel may be necessary periodically and would require use of personal vehicle.

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## APPLICATION PROCESS

All applicants are required to submit the following:

1. Resume
2. Names and contact information for three references
3. Salary requirements

All applications will be reviewed on an ongoing basis and the most highly qualified candidates will be invited for an interview. Position will remain open until filled.

Applications should be addressed to:
Gloria Senn, Executive & Research Assistant
Bedford Research Corporation, Inc.
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Bedford, MA 01730
(781) 687-3588
Gloria.Senn@va.gov