Duke University School of Nursing
Job Description
HR Job Title: Clinical Research Coordinator
Job Code: 1201
Job Level: 52
Record ID/title picker: 2130
Updated: 5/09/23

Occupational Summary

The purpose of this position is to assist the Project Lead Coordinator in screening, enrolling, and retaining participants on a 5-year, multi-site research study. The coordinator will be responsible for overseeing all screening, enrollment, and The coordinator will conduct screening calls with study participants, consent eligible participants into the study, and then assist with tracking participant progress over two years and assisting participants in completing follow-up visits. The coordinator will also be in charge of distributing participant incentives and grants and tracking payment.

Supervisor

This position reports to the Research Program Leader for the RISE Lab.

Work Performed

Operations:

Knowledgeable in regulatory and institutional policies and processes; applies appropriately in study documentation, protocol submissions, and SOPs. May train others in these policies and processes. Prepares for and provides support for study monitoring and audit visits, including support for the reviewer. Addresses and corrects findings. May train others. Maintains participant level documentation for all studies, including those that are complex in nature (e.g., procedural and interventional studies) and/or require access to the Duke EHR. May train or oversee others. Employs strategies to maintain retention rates. Evaluates processes to identify problems with retention. May train or oversee others. Employs and may develop strategies to maintain recruitment rates and evaluate processes to identify problems. Escalates issues. May train or oversee others. Screens participants for complex studies (e.g., procedural and interventional studies). May train or oversee others. Develops or helps develop SOPs. May train or oversee others. Maintains study level documentation for all studies, including those that are complex in nature (e.g., procedural and interventional studies). May train or oversee others. Conducts and plans for complex study visits. May train staff. Participates in study team meetings.

Ethics:

Recognizes known potential adverse events, identified in the protocol or investigator brochure, and reports to study team. Conducts and documents consent for participants for all types of studies, including those that are complex in nature and/or require any orders in Maestro Care. May train or oversee others. Develops consent plans and documents for participants in a variety of studies. May train or oversee others. Develops and submits documentation and information for IRB review. Communicates with the IRB staff and reviewers and handles issues appropriately. May train or oversee others.

Data:

Enters and collects data. Develops data entry or collection SOPs or tools. May provide oversight or training to study team members collecting or entering data. Ensures accuracy and completeness of data for all studies, including those that are complex in nature. Recognizes data quality trends and escalates as appropriate. May develop tools for, and train others in, data quality assurance procedures. Follows

required processes, policies, and systems to ensure data security and provenance. In addition, recognizes and reports security of physical and electronic data vulnerabilities. Independently uses and implements technology to enhance productivity or process. May train or oversee others.

Science:
Demonstrates a basic understanding of the elements of research study designs.

Study and Site Management:
As directed, attends or schedules site visits. Uses clinical research management system and its reports to manage research participants' activities, calendars, tracking/marking financial milestones, and all aspects of study visits. Uses required EMR functionalities to manage participants and study visits. May train others. Records basic protocol information in clinical research management system. Ensures that studies are conducted in compliance with institutional requirements and other policies. Follows, and may develop or implement, protocol-specific systems and documents including process flows. May train or oversee others.

Leadership:
Works with the manager to understand areas of opportunity and develop a training plan. Takes training courses and applies the knowledge and skills. May also train others in the skills learned. Keeps current with research updates by attending key external offerings (i.e. Research Wednesday, RPN, events outside of Duke, etc.) and applies the learned material to the job. May disseminate information to others. Serves on committees and workgroups internal to Duke or externally in therapeutic area of research. Demonstrates interpersonal skills to get work done efficiently. Recognizes and escalates organizational issues that could be optimized to improve research process. Demonstrates resilience and is adaptive to change. Uses advanced subject matter expertise in the therapeutic area or clinical research to solve problems. Communicates effectively with others, regardless of reporting relationship, to accomplish shared work objectives.

Perform other related and requested duties incidental to the work described herein.

Required Qualifications at this Level
Education/Training
1.Completion of a Bachelor's degree 2. Completion of an Associates degree plus a minimum of two years relevant experience (e.g., research, clinical, interaction with study population, program coordination)

Experience
Preferred qualifications: Master's degree in a related field (public health, social sciences) preferred. Has a working knowledge of LGBTQ health research. Experience working with LGBTQIA people in a healthcare or research setting.

Skills
Ability to multi-task and remain organized Ability to work independently and problem solve. Ability to work as part of a broader team and contribute to overall study aims. Ability to work with people from a variety of backgrounds.