COORDINATOR 2

Coordinator 2 is a Part Time or Full Time Non-Exempt Position

Education and Experience Requirements:

* Greater than 4 years of research experience; or
* Greater than 3 years of research experience and a Bachelor Degree in a relevant area; or
* Greater than 3 years of research experience and an LVN; or
* Greater than 1 years of research experience and a Masters Degree or Ph.D. in a relevant area; or

SoCRA Certification counts as one-year experience.

Experience with Microsoft Office and research database products required.

Responsibilities: The position of Coordinator 2 works under light supervision of the Principle Investigator or more experienced coordinator. The Coordinator 2 is responsible for conducting the procedures for one or more research studies. They may supervise less experience coordinators or Coordinator Assistants. They will maintain the protection of human subjects while carrying forward the research goals of each project. A Coordinator 2 will consistently exhibit behavior and communication skills that demonstrate DVARC’s commitment to superior customer service and dedication to the care of our veterans.

Supervised by: VANTHCS Principle Investigator or Senior Coordinators.

Duties: In addition to the knowledge of the duties of a Assistant Coordinator, Coordinator 1, a Coordinator 2, may have the following duties:

1. Assists in the design of research survey forms to capture required participant information
2. Interviews study participant and/or family member to gather research information.
3. Reviews with the Principle Investigator or Senior Coordinator exclusion or inclusion to assure subject eligibility. Conducts interviews to confirm study eligibility and willingness to follow and complete study procedures and visits.
4. May consents patients, assuring inclusion and exclusion criteria are met, responsible for all aspects of research completeness, enrollment notes, administrative duties and data entry.
5. Develops, coordinates and reviews research study procedures to ensure receipt, completeness and accuracy of study data.
6. Coordinates, with the assistance of higher grade staff, all regulatory requirements such as preparing safety reports, adverse events, FDA compliance, drug company monitoring and logs, laboratory standards, maintains databases related to these regulatory requirements.
7. May assist with the study budget and negotiate participant payments.
8. Monitors budget, prepares reimbursement requests, approves expenditures and reconciles study accounts.
9. Prepares and submits information in the Case Report Form and submits a billing matrix for funding source and submits to DVARC.
10. Prepares statistical reports, charts and graphs as required.
11. Assists in preparation of annual reports for federal, state, and local agencies. Informs IRB of amendments to research studies.
12. Coordinates collection and data management of national research studies from multiple projects by interacting with internal and external research data managers, patients, and physicians for coordination of tissue samples, lab data and protocols, and other statistical information concerning research study subjects.
13. Serves as primary liaison and prepares annual reports for federal, state, and/or local agencies. Informs institutional review board of amendments to research studies, prepares protocols and detailed summaries in lay terms of any new research study.
14. May provide full supervision to personnel of lower grade.
15. Performs uncomplicated procedures in studies determined to be less than high risk.