Job Title: **Clinical Research Coordinator**
Location: **At Federally Qualified Health Centers (FQHCs) included in the study** (*please see "To Apply" section at the bottom of this page for instructions on applying to a specific area: Baton Rouge, Houma, Lafayette, or New Orleans*)
Organization Name: **Tulane University, Department of Epidemiology**

POSITION SUMMARY: The Clinical Research Coordinator will coordinate and conduct the day-to-day operations of a clinical study in hypertension being conducted in federally qualified health centers (FQHCs). The Clinical Research Coordinator will screen, enroll, and follow study patients, ensuring protocol compliance, and effective monitoring of clinical trial subjects. The Clinical Research Coordinator is also responsible for all data collection and entry, adverse event reporting, and maintenance of complete regulatory files. They will also coordinate all study activities with clinic staff, including administrators, providers, and other staff members.

REQUIRED EDUCATION AND EXPERIENCE:

1. Bachelor's degree in public health, community health, clinical research, or other biology science area or RN with current Louisiana licensure at the time of hire.
2. One (1) year of related work experience.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:

1. Ability to efficiently coordinate research activities, including study recruitment, data collection, intervention, follow-up reporting, organizing, prioritizing, and scheduling work assignments.
2. Excellent organizational, interpersonal, and communication skills.
3. Proficient in various software programs (including database management [e.g. Access], presentation packages [e.g. PowerPoint], spreadsheets [e.g. Excel], and advanced word processing [e.g. Word]).
4. Highly detailed and organized.
5. Excellent work ethic.
6. Excellent analytical skills.
7. Ability to multi-task and work independently.
8. Ability to maintain confidentiality in all work performed.

PREFERRED QUALIFICATIONS:

1. Two (2) years' clinical research experience in conducting clinical research, including recruitment, coordinating research activities, and experience measuring blood pressure and anthropometrics
2. Master's degree in epidemiology, clinical research, or public health preferred.
3. Certified Clinical Research Coordinator
4. Clinical research experience in cardiovascular disease, hypertension, and renal disease.
5. Access to reliable transportation for regular travel between clinics

Tulane is an EOE/M/F/Vet/Disabled employer.

TO APPLY: Follow the below links, or search the Tulane Jobs website (http://www2.tulane.edu/jobs/) using the full IRC number (e.g., "IRC12941").

1. **Baton Rouge, LA**: IRC12941
2. **Houma, LA**: IRC12939
3. **Lafayette, LA**: IRC12940
4. **New Orleans, LA**: IRC12889

Tulane University

Job Description: Clinical Research Coordinator

Employee Name:	**Department Name:** Epidemiology
Reports To (Supervisor's Name and Title): Katherine Mills, PhD Katherine Obst, MS	**Position Location /Address:** At Federally Qualified Health Centers (FQHCs) included in the trial (TBD)
Position Shift /Work Schedule: Monday – Friday; 8:00am to 4:30pm (evenings and weekends, as needed)	Approved by: K. Obst, October 4, 2017
	Approved by: Compensation, October 4, 2017

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ESSENTIAL FUNCTIONS:

An incumbent assigned this classification will perform some or all of the following universal essential functions approximately 95 percent of his/her time:

ESSENTIAL FUNCTIONS OF THE JOB:	Typical % Allocation
Coordinate the day-to-day operation for a clinical study in hypertension • Work collaboratively with health care providers and clinic staffs engaged in the execution of research protocols • Coordinate study activities at FQHC sites to ensure protocol compliance • Manage study documentation and equipment • Provide weekly reports on recruitment, retention and study-related issues to investigators • Notify study manager or investigators of alert issues • Prepare regulatory documents **Performance Standards:** Stay in regular contact with clinic staff and always display professional courtesy, patience, and respect with interacting with them. Review all documents pertaining to study visits and ensure that all study procedures are completed as described in the study protocol. Obtain and maintain near 100% follow-up with study participants. Ensure that participants are contacted at the correct date and time for the conduct of study assessments. Conduct study compliance reviews and quality control via periodic, retrospective study chart review and implement solutions to issues with the guidance of study PIs, co-investigators, and study manager.	20% of job
Conduct patient recruitment and retention for a clinical study in hypertension • Communicate with clinic staff and project assistants to coordinate recruitment activities • Conduct screening visits to determine patient eligibility • Go through informed consent carefully with potential participants and answer any questions they have before signing • Schedule second screening/baseline visits and follow-up visits with participants • Encourage participants to adhere to study visits **Performance Standards:** Display professional courtesy, patience, and respect when communicating with research patients/participants. Maintain clear lines of communication with clinic staff and project assistants, as well as investigators and the study manager.	30% of job
Conduct study-related participant visits • Measure blood pressure and anthropometrics • Administer study questionnaires to participants • Conduct data entry after study visits. **Performance Standards:** Be a good team player and accept constructive criticism willingly and make corresponding changes. Follow-up with all tasks. Communicate	40% of job

research patient and study-related problems and progress to the PI, study investigators, and study manager in a timely manner. Conduct study work assignments according to guidelines and the timeline outlined in the research protocol.	
Conduct other research study tasks as needed • Assist the PI, co-investigators, study manager, and program coordinator as needed. • Assist other staff in completing tasks, as needed • Help organize and maintain supplies and equipment • Communicate daily with study manager regarding reporting progress/status of work assignments **Performance Standards:** Keep a positive working relationship with PI, investigators, supervisors, and other employees and provide guidance and feedback when necessary. Conduct necessary tasks to ensure the smooth conduct of the research clinic.	5% of job
Other Duties: • Performs other duties as requested or required, whether or not specifically mentioned in this job description. **Performance Standards:** Exhibits a willingness to assume additional duties. Seeks the guidance of immediate supervisor prior to beginning an unfamiliar assignment.	5% of job
Total Essential Percentage Allocation for All Essential Functions	**100%**

UNIVERSAL PERFORMANCE STANDARDS:
Completes all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.
Apprises supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.
Exercises sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.
Exhibits a willingness to perform other duties as requested or required efficiently and timely.
Complies with all policies and procedures as stipulated in the Tulane Staff Handbook.

Financial Responsibility: __Yes, amount $ _____ __X__ No

Supervisory Responsibility: __Yes __X__ No

Is this position at risk of exposure to blood-borne pathogens or tuberculosis? _X_No ___ Yes, at risk of exposure to blood-borne pathogens ___ Yes, at risk of exposure to tuberculosis

HIPAA STATEMENT: Employee provides services associated to the Tulane University Medical Group, its participating physicians and clinicians, which is a covered entity under the HIPAA rule. In the scope of performing functions, including but not limited to management, administrative, financial, legal and operational support services, I may have access to Protected Health Information (PHI), which is information, whether oral, written, electronic, visual, pictorial, physical, or any other form, that relates to an individual's past, present or future physical or mental health status, condition, treatment, service, products purchased, or provision of health care and which reveals the identity of the individual, whose health care is the subject of the information, or where there is reasonable basis to believe such information could be utilized to reveal the identity of that individual. __X__ Yes

Is the incumbent in this position exposed to animals or animal tissues in conjunction with education or research?

__X__ No __Yes, and I understand that I must participate in the Animal Handler Health Surveillance Program, which is coordinated by the Office of Environmental Health and Safety.

SIGNATURES: In signing below, I certify that this job description is an accurate representation of the responsibilities of this position.

_____ Employee	_____ Date
_____ Supervisor	_____ Date

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.