Clinical Research Coordinator at the Hospital for Special Surgery
Full-Time

SUMMARY:
This individual will be an integral member of the research team in compliance with all regulatory, institutional, and departmental requirements. The candidate will participate in all aspects of research management and quality assurance of data for the projects that will come out of The Complex Joint Reconstruction Center. The candidate will play an integral role in day-to-day research activities and patient coordination ensuring efficient operations.

RESPONSIBILITIES:

Research/Registry:

- Coordinates the synchronization of research activities within CJRC under the direction of the Director of Clinical Research and serves as a liaison between the clinicians, research staff, and other research assistants.
- Provide overall administrative support for registry/clinical research activities. Provides timely reports to Director, Institutional Review Board, Principal Investigator, National Institutes of Health and/or sponsor for each research project.
- Contributes to all aspects of CJRC research:
    - Protocol development
    - Recruitment process (conducts informed consent process)
    - The development and build of Clinical Research Forms and standard operating procedures as needed by study protocol
    - Assures that research is done in an accurate and efficient manner.
- Ensures that all research related regulatory, institutional, and departmental compliance requirements are met as appropriate.
- Handles I.T. communications (requests) and generates reports from the registry as needed.
- Facilitates completion of all internal documentation needed for research (IRB applications, conflict of interest forms, data collection forms, etc.)
- Assists in data collection for registry/research-specific studies including but not limited to the performance of measurements for applicable studies, collection of clinical data from patients directly, and manage the performance of all other duties as put forth in the protocol.
- Assists in patient care coordination by assuring patients complete CJRC forms and patient reported outcomes prior to office visits
- Responsibilities associated with specific studies include but are not limited to; creation and update of enrollment/screening logs, drug tracking and dispensing, patient contact, administrative support (meetings/minutes/data entry), communication with multidisciplinary study staff, and support for Research Assistants (level 1)
- Maintains and enhances professional growth through participation in seminars, professional affiliations, and internal training sessions to keep abreast of trends in the field of research data management.

MINIMUM JOB REQUIREMENTS:
Education/Training:

- Bachelor's degree required, Masters preferred

Experience:

- 2+ years of experience in clinical research required
- Prior Epic experience
- Knowledge of Good Clinical Practice and Good Technology Practice
- Proficient use of computers and software
- Knowledge of Orthopaedic and/or Rheumatologic terminology is a plus

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