

Clinical Research Coordinator at the University of Miami

job requisition id

R100067691

Current Employees:

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The Clinical Research Coordinator 2 serves as a mid-level clinical research professional that assists in the planning, coordinating, implementing, monitoring, and evaluating of specific clinical research studies. This role assists in the day-to-day operations of clinical research protocol implementation and carries out study coordination duties from protocol initiation to study close-out according to regulatory/sponsor guidelines. The incumbent works closely with study team members and other staff/faculty/study sites to ensure study participant safety and adherence to approved protocols, help with study-related administrative tasks, facilitate across-the-board flow of information, and coordinate study activities and personnel.

The Clinical Research Coordinator 2 will oversee recruitment, retention, data management and sponsor-reporting responsibilities in the Child and Adolescent Mood and Anxiety Treatment Program (CAMAT; www.miami.edu/childanxiety). Reporting to the CAMAT Clinical Director (Dr. Niza Tonarely-Busto) and Program Director (Dr. Jill Ehrenreich-May), the Clinical Research Coordinator 2 is anticipated that this person will oversee staff, graduate students, practicum students, and undergraduate volunteers in the recruitment of children and families with anxiety and related concerns at our Coral Gables location and satellite locations (in Miami Lakes and Homestead). Based out of the Department of Psychology on the Coral Gables campus, the Clinical Research Coordinator 2 will manage phone screening, intake assessments, scheduling of group and individual psychotherapy sessions, management of clinician assignments, participant surveys, participant waitlist, IRB protocol management, billing issues, outreach activities, and accrual of participant enrollment information for sponsor and donor sources to CAMAT. Spanish-language skills, extremely strong interpersonal and organizational skills, and experience with community-directed clinical trials or youth-directed research are strongly preferred. Some independent travel to outreach activities or satellite locations for data collection may be required.

CORE JOB FUNCTIONS

- Assists in participant recruitment and retention activities and assists in screening potential study participants for eligibility.
- Performs study procedures, routine tests, data collection/recording, and daily operations of moderate risk clinical research protocols.
- Collects, processes, packs, and ships specimens according to protocol, applicable standards and regulations.
- Maintains study binders and filings according to protocol requirements, UM and department policy.
- Distributes study drug materials according to practice standards and clinical credentials as delegated by the Principal Investigator.
- Monitors, documents, reports, and follows-up on study unanticipated/adverse events and protocol deviations.
- Assists in implementing protocol amendments under direct supervision of the Principal Investigator.
- Assists with study orientation and protocol related in-services to research team and clinical staff.
- Monitors protocol implementation and study progress; keeps investigators fully apprised of study progress; submits progress reports according to established schedule.
- Learns the research team and assists with communications/interactions with sponsor, data coordinating centers, compliance monitors, collaborators, investigators' academic administrative personnel, and departments.
- Assists in administrative tasks of study personnel including orientation, documenting core competencies, certification mandates, safety/responsible conduct of research education, and performance reviews.
- Adheres to cultural competency guidelines; implements strategies to meet study participants' needs for language translation, health literacy, etc.
- Follows the appropriate fundamental requirements of all international, national, and local regulatory bodies.
- Maintains requisite skills and mandatory training in safety, equality, responsible conduct of research, continuing education, and research competencies.
- Adheres to University and unit-level policies and procedures and safeguards University assets.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities as necessary.

Department Specific Functions

- Manages all screening, intake, and participant retention procedures in the Child and Adolescent Mood and Anxiety Treatment Program.
- Manages participant accrual information to report to Program sponsors and donors.
- Manages volunteer, practicum, and student engagement with participants enrolled in programs at the Child and Adolescent Mood and Anxiety Treatment Program.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in relevant field

Experience:

Minimum 2 years of relevant experience

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