The Clinical Research Coordinator (CRC) will be responsible for providing clinical and administrative support to the Principal Investigator (PI) for research studies conducted in the SFVAHCS THRIVE Lab. Responsible for performing clinical research activities as delegated by the PI within the scope of practice. Ensure conduction and management of study activities according to study specific protocols, appropriate regulations, and local site SOPs.

Under the supervision of the PI, the CRC will perform duties related to the support and coordination of clinical research studies and may receive training and development to prepare and advance for journey-level work at the next level within the series. May be responsible for the coordination of one or more clinical studies or clinical trials; help prepare protocols for study initiation; help design flow sheets, data forms and source documents; gather and interpret medical and laboratory data regarding participants; may apply understanding of inclusion/exclusion eligibility criteria for protocols; help recruit, enroll, register, schedule and retain participants; oversee data collection and protocol specific treatments and assure collection, processing, and shipment of samples; keep participants on appropriate study schedules; complete study forms to submit to sponsors and/or appropriate agencies; collect, enter and clean data into study databases, maintaining data quality; assist with data analysis; assist with preparation of reports and tables; attend team meetings; and perform other duties as assigned.

In this position, the CRC will collaborate with faculty members, post-docs, graduate students, and undergraduates in both administrative and research capacities. This opportunity involves administrative, leadership, and research skills, and thus will be most suited to applicants who have had prior experience conducting human research and who have a strong interest in pursuing graduate or medical school.

Essential Functions:

- Contributes to planning and organizing the clinical aspects of the research studies. Identify and coordinate with interdisciplinary departments involved with the implementation of the clinical study. Provide in-services and support as needed for personnel involved with the care of subjects and research activities.
- Prepares IRB submissions and reports. Maintain regulatory documents in compliance according to Standard Operating Procedures (SOPs) and Good Clinical Practice (GCP) procedures.
- Responsible for screening subjects to evaluate subjects' records to determine eligibility according to the protocol's criteria. Pl is responsible for final eligibility approval.
- As delegated by the Investigator, conduct the informed consent process and ensure all aspects of the process are met. Document the consent process according to SFVAMC research policies.
- General project management
- Scheduling of study sessions, meetings, phone calls, etc.
- Screen potential study participants, obtain informed consent from study participants, explain study procedures to participants, and run study participants in IRB-approved studies
- Data collection
- Recruiting research participants
- Creating study materials

- Assisting in the management of IRB proposals
- Assisting with literature reviews
- Assisting with manuscript preparation
- Maintaining reliable and regular contact with faculty, and keep PI apprised of study updates.

Job Requirements:

- College graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities.
- Excellent verbal and written communications and presentation skills; excellent organizational skills; and excellent interpersonal skills to work effectively in a diverse team.
- Attention to details;
- Proficiency with Microsoft Word, PowerPoint, and Windows.
- Excellent analytical and problem-solving skills.
- Ability to work effectively in a fast-paced, team-based environment; project management and coordination skills; ability to prioritize tasks and meet multiple deadlines on concurrent projects.
- Ability to establish cooperative working relationships with patients, co-workers, and physicians.

Working Conditions/Environment:

The work environment for this position will include an indoor office and a medical research environment. It may include some minor annoyances such as noise, temperature variations, etc. The incumbent may sustain posture in standing or seated position and may utilize a computer terminal for prolonged periods of time.

VA Onboarding Requirements:

NCIRE is an affiliate organization of the San Francisco VA Health Care System (SFVAHCS), which requires all candidates to complete SFVA onboarding in addition to NCIRE's onboarding process. The SFVA is a federal agency that requires a federal background check, occupational health clearance, vaccines and immunizations, and drug testing for certain positions. Drug testing may include screening for marijuana which remains an illegal substance according to federal law. The failure to pass required drug testing will disqualify candidates from employment.

Details and Job posting: https://recruiting.ultipro.com/NOR1032NCIRE/JobBoard/82cac330-9aa5-417d-9b64-568d383f4ea0/OpportunityDetail?opportunityId=15d4a97c-5ca4-4866-ba42-0c2ab147a2e2

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