

Clinical Research Coordinator

Osher Center

Full Time

76615BR

Job Summary

The Clinical Research Coordinator will perform independently or with general direction at the fully operational journey level of the series to execute, manage, and coordinate research protocols, as directed by the Principal Investigator (PI); may coordinate the data collection and operations of several concurrent clinical research studies under the guidelines of research protocols, UCSF and regulating agency policies. This position primarily will support Dr. Felder's research focused on treating prenatal insomnia to prevent perinatal depression.

The employee's main responsibilities pertain to general study start-up and implementation, including: creating and implementing study protocols; creating, modifying, and managing IRB applications; creating, managing, and cleaning databases; creating and distributing survey materials on Qualtrics and Redcap; recruiting, enrolling, and retaining study participants; conducting clinical assessments with research participants; tracking data collection; coordinating staff work schedules; assisting with training and oversight of other staff and volunteers; assuring compliance with all relevant regulatory agencies; overseeing study data integrity; implementing and maintaining periodic quality control procedures; reporting study progress to investigators; participating in any internal and external audits or reviews of study protocols; and performing other duties as assigned.

The employee must be able and willing to adhere to study guidelines, keep accurate records, maintain confidentiality, and attend regular study team meetings.

The final salary and offer components are subject to additional approvals based on UC policy.

To see the salary range for this position (we recommend that you make a note of the job code and use that to look up): TCS Non-Academic Titles Search (ucop.edu)

Please note: An offer will take into consideration the experience of the final candidate AND the current salary level of individuals working at UCSF in a similar role.

For roles covered by a bargaining unit agreement, there will be specific rules about where a new hire would be placed on the range.

To learn more about the benefits of working at UCSF, including total compensation, please visit: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

Department Description

The Osher Center is a research, education and clinical services program of the UCSF School of Medicine. Our Center strives to successfully integrate modern medicine, healthy lifestyle practices, and established healing approaches from around the globe, in an effort to meet the need for a new model of care and daily living that promotes healing and well-being of the whole person - mind, body and spirit. For more information about the Osher Center please visit: <http://www.osher.ucsf.edu/>

Required Qualifications

- HS graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities; and/or equivalent experience/training
- Attention to detail; strong interpersonal skills; excellent, effective verbal and written communication skills to coordinate with subjects, team members, other departments and outside institutions; and the ability to multi-task in a fast-paced environment while working with a diverse subject population
- Ability to work well independently, complete projects in a timely manner, and prioritize multiple projects to ensure the completion of essential tasks by deadlines
- Experience in human subjects research in an academic and/or medical setting
- Proficiency with Microsoft Suite Software, including Word, PowerPoint, and Excel
- Proficiency with Zoom, DocuSign, and Box.com platforms

Preferred Qualifications

- Experience conducting clinical interviews, such as the Structured Clinical Interview for DSM-5 Disorders, and suicide risk assessments
- Demonstrated interest in perinatal mental health, depression research, or insomnia research
- Proficient with Qualtrics and REDCap
- Fluency in the usage of Committee of Human Research (CHR) online iMEDris system for submission, renewal, and modification of protocols through this system
- Understanding of patient population to create rapport and a relationship, while also giving insight to what is realistic and appropriate for patient participation
- Knowledge of UCSF and departmental policies for dealing with reimbursement, guidelines for research, confidentiality and HIPAA regulations, following the UCSF mission statement and purpose for research, and a clear understanding of policies and procedures on patient safety and confidentiality (electronic and hard copy medical records, patient charts, communication, etc.); knowledge of medical terminology, research policies and guidelines, guidelines for packing/shipping infectious substances, database building/analysis, and data management within some of the following: Access, Stata, SASS/ SPSS, and Teleform programming platforms
- Experience applying the following regulations and guidelines:
 - Good Clinical Practice Guidelines
 - Health Information and Accountability Act (HIPAA)
 - The Protection of Human Research Subjects
 - CHR regulations for recruitment and consent of research subjects
 - Effective Cash Handling Procedures
 - Environmental Health and Safety Training
 - Fire Safety Training

About UCSF

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences. We bring together the world's leading experts in nearly every area of health. We are home to five Nobel laureates who have advanced the understanding of cancer, neurodegenerative diseases, aging and stem cells.

Pride Values

UCSF is a diverse community made of people with many skills and talents. We seek candidates whose work experience or community service has prepared them to contribute

to our commitment to professionalism, respect, integrity, diversity and excellence – also known as our PRIDE values.

In addition to our PRIDE values, UCSF is committed to equity – both in how we deliver care as well as our workforce. We are committed to building a broadly diverse community, nurturing a culture that is welcoming and supportive, and engaging diverse ideas for the provision of culturally competent education, discovery, and patient care. Additional information about UCSF is available at diversity.ucsf.edu

Join us to find a rewarding career contributing to improving healthcare worldwide.

Equal Employment Opportunity

The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

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