LEGACY HEALTH | LEGACY RESEARCH INSTITUTE

Clinical Research Coordinator Job Summary and Promotion Criteria

Job Title	Job Summary	Qualifications
Clinical Research Coordinator 1 (Job Code: 3559)	Assists in the support of all aspects of clinical research studies including: Institutional Review Board and regulatory preparation, subject recruitment, screening, visit scheduling and preparation, study-specific billing sheets, source document maintenance, case report forms (CRFs) completion as appropriate, and maintenance of databases.	**Education/Experience:** Bachelor's degree in a related field or equivalent healthcare experience. **Skills:** Proficient in word processing and spreadsheet management. Excellent telephone diplomacy, verbal and written skills. Organizational skills to manage multiple priorities and timelines. Ability to keep accurate and detailed records. Ability to assist in providing patient education following standard protocol. Ability to adapt to change. Ability to travel within the research community using personal or public transportation. Ability to travel to developmental and promotional activities.
Clinical Research Coordinator 2 (Job Code: 5578)	Responsible for the coordination and overall protection of human subjects in clinical research trials. Implements and maintains systems required to set up and coordinate a study, monitor subjects' course during study participation and provide data required by the FDA and study's sponsor. Assures processes are in place to ensure overall protection of human subjects participating in clinical trials.	**Education:** Bachelor's degree in a related field or equivalent healthcare experience. **Experience:** One year of experience in clinical research coordination. **Skills:** Proficient in word processing, spreadsheet management and database management. Excellent interpersonal skills, with proven written and verbal competencies. Specialized knowledge of the research process and federal regulations. Good analytical and problem-solving skills. Ability to work independently, handle multiple projects simultaneously, and manage conflicting priorities. Ability to keep accurate and detailed records. Ability to provide patient education following standard protocol. Flexibility to work variable hours, as needed. Ability to share a call schedule. Ability to adapt to change. Ability to travel within the research community using personal or public transportation. Ability to travel to developmental and promotional activities.

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Clinical Research Coordinator 3 (Job Code: 5703)	Coordinates multiple clinical trials as assigned, staying within the parameters of protocol and regulatory compliance, available resources, and budget. Demonstrates leadership and teamwork in work on projects. Designs/develops protocols and provides guidance and mentorship to other staff.	**Education:** Bachelor's degree in a related field or equivalent healthcare experience. **Experience**: Minimum of three years of experience in clinical research coordination. Five or more years of experience preferred. **Licensure/Certification**: Must become certified as a Clinical Research Coordinator within one year of hire into this position. **Skills:** Competent in word processing, spreadsheet management, and database management and development. Excellent interpersonal skills, with outstanding written and verbal competencies. Demonstrated presentation skills. Excellent organizational and problem-solving skills. Ability to work independently, handle multiple projects simultaneously, and manage conflicting priorities. Excellent mentoring and training skills. Extensive knowledge of clinical research, federal regulations and research administrative practices. Flexibility to work variable hours, as needed. Ability to share in taking calls. Ability to travel within the research community using personal or public transportation. Ability to travel to developmental and promotional activities.
Coordinator Regulatory Compliance (Job Code 5893)	The Regulatory Compliance Coordinator executes and coordinates all clinical trial regulatory activities and requirements for Clinical Research Support Services (CRSS). Assures processes are in place to ensure compliance with all governmental and institutional rules and regulations.	**Education:** Bachelor's degree in a related field or equivalent healthcare experience. **Experience:** Minimum of 3 years of experience in a clinical research setting. **Skills**: Proficient in word processing, spreadsheet management and database management. Excellent interpersonal skills, with proven written and verbal competencies. Specialized knowledge of the research process and federal regulations. Good analytical and problem-solving skills. Ability to work independently, handle multiple projects simultaneously, and manage conflicting priorities. Meticulous organizational and attention to detail skills. Flexibility to work variable hours, as needed. Ability to adapt to change. Ability to travel within the research community using personal or public transportation.

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Supervisor Clinical Research (Job Code: 5561)	The Clinical Research Supervisor is responsible for providing administrative support required by clinical trials and investigations conducted with Legacy Health and its alliances. In addition, this position is responsible for working in collaboration with Legacy Research Services (LRS's) customers to develop research strategies and assist in the development of funding support. The Clinical Research Supervisor *may be* responsible to coordinate clinical research studies as part of the Clinical Research group.	**Education:** Bachelor's degree or other appropriate degree, or equivalent experience. **Experience:** Minimum of five years of work experience in a related area of responsibility required. Knowledge of government regulations involving the conduct of clinical research. **Skills:** Strong communication and leadership skills and a willingness to lead by example. Ability to manage a wide span of control through implementation of guiding management principles. Ability to organize, plan, design and implement services. Ability to manage multiple projects/problems simultaneously. Ability to function independently, initiate change, and direct activities of others. Leadership ability to train and motivate personnel. Ability to travel among Legacy operating units and community-based research sites, meet multiple demands, work extended hours and assume staff duties as needed. Ability to travel via commercial airlines. Able to function in a fast-paced environment working with many deadlines and financial constraints. Ability to effectively interact with a broad spectrum of personnel, physicians, patients, resource people and industry sponsors to promote teamwork.
Clinical Research Manager (Job Code: 8533)	**JOB SUMMARY:** This position manages support functions which cross all facets of Research including budgeting and grant management, the interpretation of Federal rules and regulations as to their application and implementation with the varying study designs, securing all required internal reviews (IRB, legal, financial) for actual implementation of clinical research studies, and management of clinical trials wherever they are being conducted within the Legacy Health.	**Education:** Bachelor's degree in a related area or equivalent combination of education and experience required. **Experience:** Five or more years of management/supervisory experience. Clinical background such as a RN, PT, OT or MSW helpful. Experience with managing data collection, reporting, outcomes, quality improvement, standards/ pathways. **Skills:** Computer literate to include working knowledge of Microsoft Office Programs (Word, Excel, Access and PowerPoint), E-mail and Internet. General knowledge of grants and grant applications/regulations. Experience in program development. Thorough knowledge of operations, including budget management and workflow planning. Ability to organize, plan and implement services as well as handle multiple projects/problems simultaneously. Demonstrated communication, leadership and team building skills.

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Regulatory Compliance Coordinator (Job Code: 5893)	The Regulatory Compliance Coordinator executes and coordinates all clinical trial regulatory activities and requirements for Clinical Research Support Services (CRSS). Assures processes are in place to ensure compliance with all governmental and institutional rules and regulations.	**Education:** Bachelor's degree in a related field or equivalent healthcare experience. **Experience:** Minimum of 3 years of experience in a clinical research setting. **Skills:** Proficient in word processing, spreadsheet management and database management. Excellent interpersonal skills, with proven written and verbal competencies. Specialized knowledge of the research process and federal regulations. Good analytical and problem-solving skills. Ability to work independently, handle multiple projects simultaneously, and manage conflicting priorities. Meticulous organizational and attention to detail skills. Flexibility to work variable hours, as needed. Ability to adapt to change. Ability to travel within the research community using personal or public transportation.