Job Description: Clinical Research Coordinator

The Andrews Research & Education Foundation is seeking an experienced motivated professional to serve as a Clinical Research Coordinator for a regenerative medicine clinical trial. Andrews Research & Education Foundation (AREF) is the research and education arm of the Andrews Institute. All efforts of AREF are under the leadership of internationally renowned orthopedic surgeon Dr. James Andrews. The goal of AREF's research and educational initiatives are to provide evidence-based best practices for injury prevention, injury treatment, return to play or work rehabilitation programs, and increased performance. AREF's programs provide service to a wide range of clientele including athletes at all levels, the general population, physicians, rehabilitation professionals, health providers and injured warriors.

SUMMARY OF MAJOR FUNCTIONS:

The Clinical Research Coordinator works directly with physicians and other clinical research team members to oversee and implement enrollment into clinical research projects; performs all tasks related to enrollment including screening, medical histories and records, determines if inclusion/exclusion criteria have been met, performs consent process, performs all follow up visits of enrolled subjects, maintains records of research to comply with HIPAA guidelines, meets with clinical trial sponsor representatives to review clinical data and prepare biological samples to be shipped to other facilities for analysis. This is an hourly position. The position does come with benefits.

Reports to:

Executive Director

Summary of Major Functions:

- Screens and recruits potential study participants for inclusion/exclusion criteria
- Explain and implement the informed consent process
- Maintain familiarity with FDA regulations for clinical research
- Maintain familiarity with HIPAA guidelines
- Maintain Good Clinical Practice certifications
- Schedule patient and provider visits as needed and assumes responsibility for complete and accurate data entry
- Design and administer methods to increase subject recruitment and retention
- Maintain Institutional Review Board Regulatory aspects for studies
- Create and maintain study patient materials and charts
- Prepare biological samples for shipment

Major Duties and Responsibilities:

- Document participant data on case report forms (CRFs) and source at each study visit
- Coordinate patient care
- Develop credible relationships with subjects, customers, and physicians
- Implement protocols as designed by sponsors and physicians
- Work directly with physicians and other staff to manage clinical trials
- Attend and participate in investigator meetings

Submit accurate data for computer data base and electronic data capture (EDC)
Review schedule on a daily basis to ensure availability and timely scheduling
Provide telephone coverage and back up coverage when appropriate
Participate and prepare for site and monitoring visits with sponsors
Assist and work with Outcomes data tool and serve as liaison to medical office staff as needed
Adheres to the essential functions of Andrews Research and Education Foundation's Standard of Performance and Code of Conduct
Assist physicians and staff with research procedures and protocol

The person in this position works under general supervision, and may be subject to over 40 hours per week. This is a Monday-Friday (daytime) position and may be subject to occasional weekend travel for study related training and other study related duties.

QUALIFICATIONS FOR POSITION: **Summary of required and preferred education, experience, knowledge skills and abilities.**

Minimal Qualifications:

Undergraduate Degree in health/medical related field
Excellent verbal and written communication
Proficiency in common computer software including but not limited to Microsoft Office (Word, Excel, PowerPoint, email)
Ability to work with diverse populations and be sensitive to gender, disabilities, cultural, and ethnic diversity
Ability to maintain confidentiality of sensitive information
Ability to work as the member of a professional team
Familiarity with orthopedics and medical terminology
Familiarity with research and data collection

Preferred Qualifications:

Experience as a clinical research coordinator
Experience in a medical research and/or sports medicine setting
Experience in orthopedic or clinical trial research studies
Experience in medical outcomes research
Experience in a medical setting (hospital, physician's office)
Experience preparing biological samples for shipment
IATA certification for shipment of hazardous products

AREF provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Application Process: A completed application consists of:
Cover letter describing the candidate's education and work experience that has prepared them for the position of Clinical Research Coordinator, previous research work experience and previous experience in an orthopedic or clinical trial research, medical outcomes research and medical setting (hospital, physician's office).

Curriculum vitae or resume including names, titles, addresses, telephone numbers and email of at least three (3) individuals who can speak to the candidate's potential for success in this position

The position is open until filled. First consideration will be given to complete applications received on or before February 8, 2019. Early response is encouraged. Only complete applications will be considered. Submit applications and questions to the email below.

RMC Clinical Research Coordinator
c/o Dr. Steve Fleck, Search Committee Chair
Andrews Research & Education Foundation
1020 Gulf Breeze Parkway
Gulf Breeze, FL 32561
Email: Steve.Fleck@AndrewsREF.org
Phone: 850-916-8702