Position: Clinical Research Coordinator

**Status:** Open  **Type:** Full Time  **FLSA:** Salaried Exempt  
**City:** Gulf Breeze  **State:** FL  **Country:** United States

**Reports to:**  
Executive Director

**General Summary:**
Works directly with physicians and 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 and meets regularly with clinical trial sponsor representatives to review clinical data.

**Essential Job Responsibilities:**
- Screens and recruits potential study participants for inclusion/exclusion criteria.
- Explains and implements the informed consent process and makes the decision as to which patient participant meets the inclusion/exclusion criteria.
- Maintains familiarity with FDA regulations for clinical research.
- Maintains familiarity with HIPAA guidelines.
- Maintains Good Clinical Practice certifications.
- Schedules patient and provider visits as needed and assumes responsibility for complete and accurate data entry.
- Designs and administers methods to increase subject recruitment and retention.
- Maintains Institutional Review Board Regulatory aspects for Baptist IRB regulated studies.
- Creates and maintains study patient materials and charts.
- Documents participant data on case report forms (CRFs) and source at each study visit.
- Develops credible relationships with subjects, customers, and physicians.
- Implements protocols as designed by sponsors and physicians.
- Works directly with physicians and other staff to manage clinical trials, outcomes research, and investigator initiated research.
- Submits accurate data for computer data base and electronic data capture (EDC).
- Participates and prepare for site and monitoring visits with sponsors.
- Assists and works with Outcomes data tool and serve as liaison to medical office staff as needed.
- Assists physicians and staff with research procedures and protocol.
- Occasionally prepares study product.
- Performs other assignments as needed given by Supervisor.
- Attends and participates in investigator meetings, seminars, and other regional or national research meetings.

**Secondary Responsibilities:**
- Assists team as needed with organizing community outreach events, conferences, and in-house education seminars.
- Provides telephone coverage and back up coverage when appropriate in administration.
- Performs other duties as assigned to support the essential functions of the job and operational needs of the department and Foundation.

The person in this position 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 community outreach opportunities. Adheres to the essential functions of Andrews Research and Education Foundation’s Standard of Performance and Code of Conduct.
QUALIFICATIONS FOR POSITION: (Summary of required and preferred education, experience, knowledge skills and abilities.)

Minimal Qualifications:

- Bachelor’s Degree in health or medical related field
- Excellent verbal and written communication
- Experience in project management
- 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:

- Work 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)

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision; distance vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. There are times when the employee is required to perform work outdoors. Most of the time the employee is required to work in an office environment.

Salary: Competitive Salary & Benefits (based on experience)

Interested in this opportunity?
Please email your resume to hong.potomski@andrewsref.org