

## Aesthetic Solutions

### Job Description – Clinical Research Coordinator

**Summary:** The Clinical Research Coordinator is responsible for coordination and management of research studies performed at the practice.

**Classification:** Hourly, Full-time

**Days Worked:** Monday – Friday

**Working Hours:** 8:30 am – 5:15 pm

**Reports to:** Practice Administrator

**Primary Functions:** The Clinical Research Coordinator is responsible for all facets of research conducted at the practice, including but not limited to:

- Reviewing protocols, and providing budgetary/resource requirements guidance to management.
- Completing site feasibility surveys, and participating in site initiation visits.
- Attending required Investigator meetings, training meetings and webinars, some of which may be off-site and require travel and/or evening and weekend work.
- Assisting with negotiation of study compensation and other terms of research agreements.
- Working with IRBs as necessary to secure necessary approvals.
- Working with practice management and marketing staff to recruit subjects.
- Screening, evaluating and consenting subjects.
- Scheduling study visits, coordinating with provider and other practice resources.
- Performing all duties ancillary to subject visits, including blood draw, EKG, preparation for and assistance with study treatment.
- Study-related clinical photography.
- Specimen preparation, packaging and shipment.
- Entering data in sponsor provided or approved data collection books or electronic media.
- Maintaining an Excel spreadsheet documenting completed study activities and associated billing.
- Working with the accounting department to invoice study payments.
- Working with the accounting department to pay study subjects.
- Maintaining adequate inventory of study supplies.

#### Ancillary Responsibilities

- Assist nursing staff with patient visits if study schedules allow.
- Perform all work in accordance with Patient's Bill of Rights, the HIPAA/HITECH Privacy Rule, study protocol and IRB approvals.
- Maintain work areas, including any dedicated subject treatment room in a clean, organized fashion, adhering to relevant practice policies and regulatory requirements (e.g. OSHA) where applicable.
- Maintain knowledge of medical and study-relevant terminology.
- Interact with patients, physicians and other HCP in a professional and respectful manner.
- Adhere to clinic dress code, appearing neat and professional at all times.
- Attend staff meetings and in-service education, and participate in code and safety drills.
- Maintain Training Record showing all education and training.

#### Education and Experience

- Phlebotomy experience desired
- RN, LPN, MA licensure desired
- Bachelor's Degree preferred
- Appropriate experience as determined by the Practice Administrator

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### Essential Skills and Abilities

- Excellent written and oral communication skills.
- Well-organized with attention to detail.
- Proficient with Microsoft Word and Excel, and various EDC data systems
- Proficient in clinical photography using 2D and 3D camera systems.
- Excellent problem solving and analytical skills.
- Ability to work as a team member.
- Ability to manage multiple projects simultaneously.
- Phlebotomy, able to comfortably draw blood from a wide range of patients (will train).
- Ability to acquire working knowledge of Nextech practice management system and Mirror photo database