Clinical Research Coordinator

Heart Care Centers of Illinois, a multi-site network of cardiovascular providers, is currently seeking an experienced Clinical Research Coordinator.

Job Description:

The primary function of the Clinical Research Coordinator is to coordinate the conduct of cardiovascular clinical research protocols in the in-hospital and clinic settings with an emphasis on the screening, enrollment, and monitoring of patient candidates/participants.

Duties and responsibilities include, but are not limited to:

• Serves as primary study coordinator for research protocols at affiliated hospitals or in the outpatient clinic setting as assigned by Director.
• Directs the conduct of clinical studies to ensure adherence to the research protocol and provides bimonthly updates to Principal Investigator on study progress.
• Screens patient records, databases, and physician referral summaries for identification of prospective candidates for research protocols.
• Interviews prospective subjects for participation in investigations and obtains informed consent.
• Participates in initiation visits/investigator’s meetings for assigned clinical trials (may involve travel) and implements these trials according to a deadline schedule mutually agreed upon by PI and sponsor.
• Develops study working folders for assigned protocols to outline guidelines for protocol compliance and to assure complete source documentation.
• Educates human subjects for participation in investigations.
• Educates clinic/hospital personnel for participation in protocol conduct, data collection process, and related conceptual issues as applicable.
• Maintains consistent enrollment in protocols and provides monthly written documentation of screening/enrollment/follow-up activities.
• Coordinates the collection of data according to the research protocol, operations manual, and case report form guidelines within the budgetary guidelines established by Director.
• Draws, prepares, and ships laboratory samples for clinical trials.
• Maintains investigational drug/device dispensing accountability and shipping logs according to protocol guidelines.
• Performs EKGs, Holter monitoring, physical exams, and other procedures as directed by study protocol
• Instructs Principal Investigator on procedures and tests that need to be performed in compliance with the study protocol and advises Principal Investigator on the results of procedures and tests; calling to attention findings of clinical importance.
• Documents research related examinations, procedures, tests, and other activities in appropriate clinic or hospital charts.
• Completes phone logs for conversations with sponsors, patients, physicians, and coordinating organizations.
• Schedules follow-up visits for study patients in collaboration with Principal Investigator and provides source documentation for the activities conducted during these visits.
• Completes accurate and complete data entry into case report forms or pre-established computer programmed formats ensuring appropriate source documentation.
• Schedules and undergoes sponsor initiated monitor visits and quality assurance audits for periodic reviewing and querying of collected data in a timely fashion.
• Identifies strategies to improve patient enrollment in research protocols in collaboration with Principal Investigator.

Requirements:

• Associate’s Degree in a Healthcare or Clinical Research related field required; Bachelor’s Degree in a Healthcare or Clinical Research related field preferred;
• RN license preferred;
• Minimum five (5) years of practical work experience acceptable in lieu of education.
• Minimum of two (2) years of research experience, preferably in cardiology.
• Certified Clinical Research Coordinator (CCRC) or Certified Clinical Research Associate (CCRA), preferred;
• Proficient in word processing, computer spreadsheets, mainframe computer applications, and database management.
• Ability to prioritize and organize a high volume workload and changing priorities.
• Familiar with principles of protocol development, study design, statistics, and IRB process.
• Valid driver's license and reliable transportation required.

Heart Care Centers of Illinois offers a competitive salary, excellent benefits package, and a weekday only schedule. If interested, please email resume with salary requirements to resumes@heartcc.com. Apply Today!