UNIVERSITY OF SOUTHERN CALIFORNIA

Research Coordinator I

Job Code: 135047

Grade: 00
OT Eligible: Yes
Comp Approval: 1/24/2013

JOB SUMMARY:
Assists investigators or other staff with research studies in subject recruitment, data collection, scheduling of study-related activities and follow-up of enrolled subjects.

JOB ACCOUNTABILITIES:

**E/M/NA % TIME**

- Assists with organizing and scheduling assessments/tests/activities to meet research objectives and study protocol compliance. Communicates with study team personnel to ensure study procedures are followed and research is performed as described in protocol. Serves as contact for subjects, study personnel, Institutional Review Board (IRB) and study sponsor.

- Participates in assessing patient eligibility. Assists in coordinating study participant activities including recruitment, screening, orientation and correspondence. Schedules subject appointments, tests, and procedures coordinating with external providers as needed. Produces reports and other materials, as directed.

- Assists with data collection for research studies following established data collection and management procedures. Collects, records, enters and prepares data for analysis. Performs preliminary study analysis under the direction of the Principal Investigator or senior coordinators. Collects pertinent information from study participants through interviews, administration of tests or surveys or questionnaires, medical records review, or other collection procedures.

- Maintains accurate, complete and timely records, including source documents, consent forms, case report forms, protocol documents, and regulatory documents, as required by sponsor and institutional guidelines.

- Assists in organization and preparation of grant proposals. Gathers documentation such as annual reports and detailed budgets for inclusion in proposal. Assists investigators in developing research proposals. Interfaces with funding and regulatory agencies to exchange information.

- Assists with submission of timely, accurate, and complete study continuing review, amendments, and reportable events to IRB.

- Ensures consent process is performed and documented in compliance with FDA, GCP, IRB, HIPAA, SOPs, sponsor and institutional regulations and policies.

- Provides ongoing education to study subjects about clinical trials and provides significant new information that may affect a subject’s willingness to participate in a study, when needed. Evaluates subject compliance and promotes compliance through education.

- Assists in the preparation of site for monitor visit and external/internal audits. Provides timely response to queries from sponsor and/or auditors.

- Collaborates with pharmacist or materials management personnel to maintain accurate accountability of investigational products and specimens.
Assists with sample collection, processing and shipment for each study.

Updates automated databases and other records for reporting and compliance purposes. Generates reports and analysis of data according to project schedules or on an ad hoc basis.

Assists by arranging and attending meetings, seminars, symposia and other events related to project efforts. Participates in educational opportunities to increase knowledge about clinical trials and regulations. Remains current with federal, state, and institutional regulations and best practices.

Orders supplies and equipment. Researches and develops recommendations for new equipment purchases.

Completes Research Order Form (ROF) for each subject visit and submits subject enrollment documentation as required.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: ☐ No ☐ Yes

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor’s degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

1 year

**Minimum Field of Expertise:**

- Administrative or research experience. Working knowledge of MS Office applications. Demonstrated effective communication and writing skills. Ability to multi-task and prioritize. Demonstrated ability to work as part of a team as well as independently.

**Preferred Experience:**

2 years

**Preferred Field of Expertise:**

- Knowledge of medical environment and terminology.

**Skills: Administrative:**

- Clinical documentation
- Communicate with others to gather information
Compose letters
Coordinate meetings
Gather data
Input data
Maintain logs
Prioritize different projects
Research information
Schedule appointments
Understand and apply policies and procedures
Use database and/or word processing software

**Skills: Other:**

- Analysis
- Knowledge of applicable laws/policies/principles/etc.
- Organization

**Skills: Machine/Equipment:**

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**

- May oversee student, temporary and/or resource workers.

**SIGNATURES:**

Employee: __________________________  Date: __________________________

Supervisor: _________________________  Date: _________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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