UNIVERSITY OF ALABAMA AT BIRMINGHAM
SCHOOL OF NURSING

Position Description:
Clinical Research Coordinator II
Dr. Macy Stockhill
10% Effort

SUMMARY:

This position serves as a clinical research coordinator II and reports to the Principal Investigator (PI) on an internally funded pilot, qualitative formative development and evaluation study titled, Formative Development and Evaluation of a Palliative Care Intervention Concept for Individuals with Glioma Dealing with Uncertainty and their Family Caregiver. The purpose of this study is to characterize experiences of uncertainty in illness and refine components of a palliative care intervention, ASSURED (Alleviating distreSS and UnceRtainty rElated to a glioma Diagnosis). The future ASSURED intervention will be tailored based on the feedback of patients with a grade 2-4 glioma, their caregivers, and clinicians consented to provide input in the mentioned formative development and evaluation study. Under general PI supervision, this individual operates with a high degree of independence, and is primarily responsible for screening, determining study eligibility, scheduling, recruiting and consenting participants, entering survey data, and assisting with general purchasing and payments to participants. The role will also involve coordinating daily activities and scheduling, data cleaning and quality assurance, data entry, and weekly teleconferences. This individual will work with vulnerable populations. The individual in this role will also assist in writing reports and manuscripts and preparing presentations while serving as a mentor to junior staff, including student assistants.

RESPONSIBILITIES:

1. Serves as a liaison with medical staff, University Departments, and ancillary departments. Organizes patient enrollment planning. Conducts quality assurance activities. May compile and analyze data. Develops and implements procedures, maintains records, tracks progress, and conducts quality assurance on data collected.
2. Participates in recruitment of participants, including conducting the consent process according to regulatory guidelines. Coordinates and manages outreach efforts for recruitment for study participants (mailings, in-person approaches, clinical staff engagement/meetings). Coordinates follow-up functions of the study, including planning and developing related activities.
3. Assists in the development and submission of multiple levels of research documentation (i.e. enrollment logs, IRB, educational materials, reports, grant renewal reports, and study forms).
4. In conjunction with the PI, plans and implements the clinical protocol's goals and objectives. Compiles, edits and proofs written reports for both internal administrative offices. Provides data for the creation of study budgets as needed.
5. Assists with the development of standard operating procedures (SOPs) for data quality assurance and identify efficiencies and improve processes.
6. Manages and monitors the data collection platform in collaboration with data analysts and PI.

7. Manages day-to-day grant activities and schedules weekly research staff meetings.
8. Collects information to determine study feasibility.
9. Processes and tracks participant compensation.
10. Secures storage of physical study documents, and electronic transfers to main UAB site, if needed.
11. Serves as a mentor and provide guidance to junior staff, including student assistants.
12. Maintains compliance with federal, state and accrediting agencies (sponsors). Maintains any required documentation. Have a working knowledge of institutional and departmental policies and processes.
13. Manages site supplies and performs administrative duties in support of research conduction as needed. Maintains and updates study and intervention tracking databases.
14. Attends study, departmental and institutional trainings and meetings as required or that may facilitate this role.
15. Performs other duties as assigned.

QUALIFICATIONS:

A Bachelor's degree and three (3) years of experience in a health-related field are required. The ideal candidate must possess independent judgment, decision-making skills, and excellent organizational capacities. Position will work with at-risk populations, specifically patients and caregivers with limited financial resources and health literacy. This position also requires proficiency with Microsoft office software (Word, Excel, PowerPoint, Access, and Outlook) and other software (SPSS); editing experience; and the ability to construct tables, graphs, and charts. Experience will qualitative software (NVIVO) is encouraged. CITI IRB training will be required upon hire. Individual must be able to work independently and within a team environment especially by telephone and virtually. They must be able to be persistent, but professional in interacting with busy clinicians and participants. Prior experience working with intervention development, oncology populations, and family caregivers is positive.

All duties will be conducted in accordance with federal guidelines for conduct of research with human subjects. Individual must adhere to all SON & UAB policies and procedures including but not limited to all FERPA and HIPAA regulations. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.