Position Summary

POSITION TITLE Clinical Research Coordinator II

Purpose

Perform the day-to-day administrative activities of clinical research programs. Provide support to the team to facilitate the achievement of the program’s goals. Assist with recruiting, consenting, interviewing, managing data, and the program budget.

Primary Functions

- Recruit, screen, enroll and obtain consent from program participants. Conduct or coordinate training for program participants.
- Coordinate research protocols including arranging necessary appointments and procedures, working collaboratively with other departments and institutions, and maintaining contact with study participants.
- Collect, analyze, and disseminate research data. Report program data and progress to study investigators. Work with Principal Investigator to develop, implement, and maintain comprehensive databases and files related to the program.
- Conduct qualitative interviews with consented participants. Manage secure data storage and maintenance.
- Support analysis of qualitative and quantitative data through coding and cleaning of data.
- Identify problems or obstacles in the system/procedures related to implementation of the research protocols and communicate to the study investigators.
- Assure compliance with all relevant IRB and other regulatory agency requirements.
- Prepare IRB documents and reports. Evaluate and write of research protocols in collaboration with the study investigator.
- Collaborate on the development of program materials including educational materials, research materials, dissemination of research findings (i.e. abstracts and manuscript), and reports.
- Maintain program timeline including tracking deadlines for program components.
- Coordinate program outreach activities including acting as a liaison with community organizations. Organize internal and external meetings, site visits, and special events.
- Monitor study related budgets. Participate in the development of program resources through literature searches, contact with outside programs, and review of funding opportunities.

Knowledge – Skills – Abilities

Knowledge of scientific approach and methodologies. Ability to develop and follow research methodology and protocol.

Ability to design, organize, and coordinate scientific research projects. Problem solving and attentiveness to detail required.

Excellent written and oral communication skills. Strong interpersonal skills required.

Data utilization, complex problem solving, critical thinking, resource management, and writing skills.
Organizational Structure
Building: Clinical Cancer Center
Department: Medicine
Division: CIBMTR
Reports to (Title): Sr Scientific Director
Direct Reports (Titles): NA
Collaborates with (Titles):

Specifications
Appropriate education and/or experience may be substituted on equivalent basis
Minimum Required Education: Bachelor’s degree
Minimum Required Experience: 2 years
Preferred Education:
Preferred Experience:
Field:
Certification: CITI training within 90 days of hire

Classification
Grade Name 12
Full-Time Equivalent 1.0
FLSA Status Exempt
FLSA Test Administrative
Workweek Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.
Job ID 9616
Job Name Clinical Research Coordinator
Position Category Research Services

Job Scope
Complexity – regularly applied judgment to accomplish tasks; develops policies and procedures
Impact – errors may cause moderate to serious damage; accuracy highly important
Autonomy – performs work independently with regular check-ins; supervision available as needed
Communication – occasionally resolves conflicts; adapts communication style to audiences
Responsibility – advises others
Confidentiality – regularly prepares and uses confidential information
Leadership – acts as a role model

Physical Requirements
Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

Risk Potential
Little or no exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

**Sensory Acuity**
Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

**Work Environment**
Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.

**Performance Dimensions**

**Collegiality**
Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

**Excellence and Creativity**
Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact institutional missions. Identify and implement new methods to increase efficiency and quality.

**Education and Development**
Displays an ongoing commitment to continuous learning and self-improvement in one's area of responsibility. Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

**Agility and Judgment**
Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances. Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.

**Stewardship and Institutional Citizenship**
Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.

**Disclaimers**

**Background Check**
Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check Law, physical examination, and/or driving record check.

**Equal Opportunity Employer**
The Medical College of Wisconsin is an affirmative action / equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation.

Diversity and Inclusion
The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative accomplishments.

Confidentiality
Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches.

Completeness
This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.