POSITION SUMMARY

Research Program Coordinator II

Purpose
Work closely with Clinical Data Operations Corporate Study Manager to coordinate the daily administrative activities of the CIBMTR Corporate Study Program. Provide support to the team to facilitate the achievement of the program's goals. Serves as a clinical liaison to respond to and engage network centers in accurate and timely data submission to CIBMTR.

Primary Functions
• Collaborate on the development of Corporate Study materials including educational materials, marketing materials, databases, forms, and reports.
• Work with program leaders to develop, implement, and maintain comprehensive databases and files related to specific corporate studies to meet deliverables of patient enrollment, communications on data cleanup, and requesting overdue forms from transplant centers.
• Maintain study timeline including tracking deadlines and study components.
• Monitor accruals to stay within the study budget
• Assist in recruitment and training of Data Operations staff.
• Conduct or coordinate training for program participants at the Data Management/Clinical Research Professionals Conference held during the TCT | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR
• Collect, analyze, and disseminate program data. Monitor data quality, timely submission of new malignancies and pathology reports.
• Report study data and progress to program stakeholders, PI’s and CIBMTR scientific directors
• Participate on appropriate committees relevant to the advancement of the corporate program and the profession.
  o Interacts with center staff, typically data managers, to share updates, reports and other communications related to CIBMTR and data submission.
  o Listens to incoming requests and concerns by centers. Resources job aids, tools, and other reference documents. Escalates requests unable to address to appropriate CIBMTR staff and manages the follow up response until customer satisfaction is achieved.
  o Informs Manager of trending questions and knowledge gaps relayed through conversation interaction with centers to consider the development of education modules.
  o Embraces a culture of data governance organizationally that extends to center staff that supports data integrity and fosters a service model orientation.
• Other duties as assigned
Knowledge – Skills – Abilities
Knowledge of technical, business, consultation, project management, and cultural awareness.

Customer focus, building trust, communication, critical thinking, and influencing skills. Organization, time management, interpersonal, communication, and problem-solving skills. Strong computer skills. Highly skilled with MS Office, especially Excel.

Organizational Structure
Building: CLCC
Department: Medicine
Division: Center for Blood & Marrow Transplant Research (CIBMTR)
Reports to (Title): Program Coordinator III (Clinical Data Operations Corporate Study Manager)
Direct Reports (Titles): NA
Collaborates with (Titles): CIBMTR MKE and MSP Data Operations staff, Biostatisticians and Scientific Directors

Specifications
Appropriate education and/or experience may be substituted on equivalent basis
Minimum Required Education: Bachelor’s degree
Minimum Required Experience: 3 years
Preferred Education: Bachelor’s degree, prefer in a healthcare or science related field.
Preferred Experience: relevant experience in data analysis, data management, project management in a clinical research environment
Field: Oncology, Bone Marrow Transplant, or Cellular Therapy
Certification: CITI training required 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 271
Job Name 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.