JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Clinical Research Coordinator

Job Code: 5496

Salary Grade: C06

FLSA Status: Exempt

Job Family: Health Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Identifies and assesses patients who may be eligible to participate in a clinical trial or research program, distributes information, acts as a clinical resource, manages data, conducts follow-up care for patients, and attends meetings pertaining to the program.

- Identifies patients who may be eligible to participate in a clinical trial or research program.
- Performs the initial assessment of potential patients. Takes clinical history and completes patient data forms. May perform a physical exam during the assessment.
- Provides potential patients with study information. Obtains informed consent forms.
- Acts as a clinical resource and liaison between physicians, nurses, and laboratory personnel.
- Assists in data management and data analysis.
- Responsible for the initiation, organization, and carrying out of patient follow-up. Assesses patient at all follow-up visits.
- Attends various meetings pertaining to the clinical trial or research program. May present information.
- May train clinical research staff.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's Degree.

Equivalency/Substitution: Will accept 48 months of equivalent experience in lieu of a Bachelor's Degree for a total of 60 months experience. **OR** Master's Degree in lieu of experience.

Experience:

Required: 12 months of clinical practice, nursing, or clinical trial or research program coordination experience.

Required Certifications or Licenses:

- Oklahoma State licensure is required for Nurses and Physician Assistants.
- Basic Life Support (BLS)

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of clinical trial protocols.
- Ability to communicate verbally and in writing.
- Ability to explain the clinical trial study information to the participants.
- Ability to read and follow instructions and guidelines.

Working Conditions

Physical:

Sitting for prolonged periods. Manual dexterity. Speaking and listening. Reaching, bending, standing and stooping.

Environmental:

Clinic Environment. Exposure to infectious diseases.

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