JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Research Program Coordinator

Job Code: 5517

Salary Grade: S08

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

Coordinates and administers multiple clinical research projects by performing clinical research, medical management, subject recruitment, budget preparation, data analysis, IRB Coordination, counseling and education, and personnel supervision.

- Coordinates the activities between clinical research projects for a department or college and between those projects and other programs on the national or state level.
- Works with academic and clinical staff to develop clinical research, testing, and training materials.
- Assists clinical investigators in planning, organizing, and delivering medical management of study participants.
- Performs medical record reviews, establishes preliminary diagnosis and orders laboratory and non-invasive x-ray tests.
- Recruits subjects for clinical research projects.
- Reviews medical histories and may examine subjects to determine eligibility.
- Enrolls subjects meeting criteria of the project.
- Prepares and manages the budget for clinical research projects sponsored by outside funding sources.
- Organizes and participates in the analysis of collected data.
- May perform data entry, collect, analyze, and clean data.
- Works with the Institutional Review Board to develop protocols and consent forms for research projects including human subjects.
- Ensures projects are in compliance with University regulations.
- Provides counseling and education to the subject and family concerning the research project, and the management or prevention of health disorders.
- Supervises support personnel that may include nurses, physician assistants, researchers, technical positions, etc.
- Delegates tasks, and conducts performance appraisals.
- Assists Principal Investigator in the selection, and training of new employees.
- Trains support personnel in new techniques, requirements, and procedures necessary for research protocols, protecting subject safety, and ensuring the integrity of data.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

- Bachelor¿s degree in Nursing, a health professions field, or a related field.

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 24 months experience in nursing, healthcare, clinical trial management, or directly related experience

Required Certifications or Licenses:

- Some positions may require RN or Physician Assistant licensure. Applicants must hold current state licensure, as applicable to the position.

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

Knowledge, Skills, and Abilities

- Knowledge of clinical research principles, methodologies, and practices.
- Knowledge of clinical trial protocols, research procedures, and regulatory requirements.
- Knowledge of project management.
- Ability to adapt to changing research protocols, regulatory requirements, and operational priorities.
- Ability to communicate complex clinical and research information clearly and professionally.
- Ability to exercise sound judgment and maintain confidentiality when handling sensitive clinical and research information

- Knowledge of medical terminology, clinical documentation, and medical record review.
- Knowledge of human subjects protections and Institutional Review Board (IRB) processes.

Working Conditions

Standard Office Environment

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