JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Senior Clinical Research Coordinator

Job Code: 7201

Salary Grade: C08

FLSA Status: Exempt

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.

Duties and Responsibilities

Coordinates a clinical research program by identifying and assessing patients, distributing information, acting as a clinical resource, managing data, conducting follow-up care for patients, attending meetings pertaining to the program, and supervising program personnel.

- Identifies patients who may be eligible to participate in the research program.
- Performs the initial assessment of potential patients.
- Obtains clinical history and completes patient data forms.
- Provides potential patients with study information.
- Obtains informed consent forms.
- Acts as the immediate clinical resource and the liaison between physicians, nurses, laboratory personnel, etc.
- Performs data management and data analysis.
- Responsible for the initiation, organization, and carrying out of patient follow-up.
- Assesses patients at all follow-up visits.
- Attends various meetings pertaining to the research program
- May present information.
- May assume the lead role when the supervisor is not available to ensure adherence to protocol.
- May lead and train research personnel.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Bachelor¿s degree in a health profession, physical science, biological science, or nursing

Equivalency/Substitution: Will accept 48 months clinical practice or research program coordinator experience in lieu of the Bachelor's Degree for a total of 96 months experience.

Experience:

Required: 48 months of clinical practice, nursing, or research program coordination experience.

Certifications or Licenses:

One of the following licensures is required, based on the assigned area or department:

- Registered Nurse (RN) licensure through the Oklahoma Board of Nursing; or
- Physician Assistant (PA) licensure through the Oklahoma Medical Board

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

Knowledge, Skills, and Abilities

- Working knowledge of clinical trials protocols.
- Proficient with Microsoft Office to include Outlook, Excel, Outlook, or PowerPoint.
- Ability to communicate verbally or in writing.
- Detail oriented.
- Ability to lead and train other employees.

Working Conditions

Physical:

Sitting for prolonged periods. Manual dexterity. Reaching, speaking, and listening.

Environmental

Standard Office Environment.

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