Clinical Research Coordinator:

Job Description Overview: Conduct clinical research and work independently and collaboratively to support Virufy research initiatives. Independently manage significant and key aspects of national and international studies throughout the protocol lifecycle.

Responsibilities:

- Oversee subject recruitment and study enrollment goals. Determine effective strategies for promoting/recruiting research participants and retaining participants.
- Oversee data management for research projects. Develop and manage systems to organize, collect, report, and monitor data collection. Extract, analyze, and interpret data in support of AI development.
- Develop project schedules, targets, measurements, and deliverables for internal and external shareholders. Lead clinical research team meetings and prepare/approve minutes.
- Monitor operations to ensure compliance with applicable regulations; provide leadership in identifying and implementing corrective actions/processes. Monitor Institutional Review Board submissions, and respond to requests and questions.
- Collaborate with Virufy staff in clinical and non-clinical departments to develop and maintain research initiatives.
- Provide insight in determining, recommending, and implementing improvements to internal clinical research processes. Assist leadership is defining best practices.
- Continually ensure regulatory compliance through routine review of study documentation.

Requirements:

Education in a related field and professional experience in clinical research (at least two years). Strong communication, organizational, emotional intelligence skills. Knowledge of medical terminology with a willingness to learn increasingly complex information to communicate with medical liaisons. Proficiency in Microsoft Office, Google Docs, Slack, and database applications. Experience with research protocols and regulatory or governing bodies, which include HIPAA and FDA regulations (including international regulations if applicable), Institutional Review Board requirements, and Good Clinical Practices. Eager to work in a fast paced environment with an emphasis on creative and collaborative solutions.

Society of Clinical Research Associates or Association of Clinical Research Professionals certification is preferred.

Hours: 8+