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Assistant Clinical Research Coordinator

 School of Medicine, Stanford, California, United States

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The Department of Psychiatry & Behavioral Sciences at Stanford University is seeking an Assistant Clinical Research Coordinator to perform administrative support duties related to the collection of clinical data and/or the coordination of clinical studies. Work under supervision of the principal investigators and/or study coordinator.

The position is located at the Palo Alto Veterans Administration Health Care System Research Service. The VA's research program is strongly committed to supporting high quality, Veteran-oriented research across the entire spectrum, from basic research to clinical applications of new knowledge. The position is in the BRAVE laboratory that focus on identification of the biopsychosocial factors associated with relapse in alcohol and substance use disorders. This position constitutes a variety of duties to support the operation of ongoing clinical research.

Duties include:

- Determine eligibility of research participants through in-person screening and medical chart review.
- Meet subject recruitment and study enrollment goals. Determine effective strategies for promoting/recruiting research participants and retaining participants in observational study with long-term follow-up contact.
- Provide informed consent
- Oversee scheduling, transportation and payment of research participants.
- Administer and score standardized study questionnaires, clinical diagnostic interview and neuropsychological measures and code data for computer entry into RedCap.
- Independently conduct an extensive and fast-paced MRI protocol on a 3T GE scanner
- Collect and manage biological samples, including saliva and urine.
- Develop and manage systems to organize, collect, report, and monitor data collection. Extract, analyze, and interpret data, as directed by Principal Investigators.
- Serve as primary point of contact with treatment teams, administrative bodies, and Stanford MRI staff.
- Maintain a Good Clinical Practices Binder for studies and coordinate IRB-related submissions, documentation and yearly audits.
- Ensure proper storage of essential study documentation including personal health

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information per institutional and regulatory requirements, including study audits.

- Collaborate with principal investigators and study sponsors, monitor and report any adverse events, and resolve study queries.
- Lead lab team meetings and prepare/approve minutes and serve as main administrative point of contact for studies.
- Provide leadership in determining, recommending, and implementing improvements to policies/processes; define best practices.
- Order and maintain equipment and supplies
- Position requires means of transportation between three locations (Stanford, VA Palo Alto, and VA Menlo Park).

* - The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

DESIRED QUALIFICATIONS:

- Completed Bachelor's degree and one year of relevant clinical research experience.
- One year full-time equivalent clinical research experience.
- Past experience working with clinical populations.
- Past experience conducting MRI scans.
- Past experience administering and scoring neuropsychological tests.
- Excellent communication and interpersonal skills and independent problem-solving ability.
- Strong organizational skills and attention to detail.
- Ability to set independently priorities, coordinate with multiple team members, work in a fast-paced environment, and exercise sound judgement in setting priorities.

EDUCATION & EXPERIENCE (REQUIRED):

Two year college degree and one year of relevant experience or an equivalent combination of experience, education, and training

KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):

General knowledge of medical terminology.

CERTIFICATIONS & LICENSES:

None

PHYSICAL REQUIREMENTS*:

- Frequently stand, walk, twist, bend, stoop, squat and use fine light/fine grasping.
- Occasionally sit, reach above shoulders, perform desk based computer tasks, use a telephone and write by hand, lift, carry, push, and pull objects that weigh up to 40 pounds.
- Rarely kneel, crawl, climb ladders, grasp forcefully, sort and file paperwork or parts, rarely lift, carry, push, and pull objects that weigh 40 pounds or more.

* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

WORKING CONDITIONS:

- Position may at times require the employee to work with or be in areas where

hazardous materials and/or exposure to chemicals, blood, body fluid or tissues and risk of exposure to contagious diseases and infections.

- May require extended or unusual work hours based on research requirements and business needs, such as working weekends, evenings or holidays.

WORK STANDARDS :

- **Interpersonal Skills:** Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.

- **Promote Culture of Safety:** Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.

- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

- *Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.*

Additional Information

- Schedule: Full-time
- Job Code: 4921
- Employee Status: Regular
- Grade: E
- Requisition ID: 86658

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