DOM CRE Research Coordinator Roles and Responsibilities

Coordinator Team Goal: Improve enrollment and accurate reporting

Clinical Research Coordinator I and Clinical Research Nurse Coordinator I

1. Manage the "life cycle" of a study –
    - review and identify all external/ancillary departments needed,
    - create needed source documentation,
    - schedule SIV and IMV with appropriate CRE team members
    - actively and successfully recruit and enroll
    - Complete study visits per protocol
    - Coordinate and participate in monitoring visits and sponsor meetings as needed
2. Accurately record all study activities in Source Documents, EMR, Oncore, and EDC
3. Accurately account for all stipends in a study
4. Know when to escalate items to the PI and/or CRE leadership
5. Schedule regular meetings with PIs
6. Record Keeping
    a. Enrollment Logs
    b. Screening and Prescreening logs as applicable
    c. Drug reconciliation
    d. Device reconciliation
    e. Updating CREEL weekly

Clinical Research Coordinator II and Clinical Research Nurse Coordinator II

All items listed above for Clinical Research Coordinator I and Clinical Research Nurse Coordinator I, as well as:

1. Participate in study feasibility process
2. Provide guidance on where study activities should take place and work with study start up team to ensure those are scheduled/set up
3. Appropriately engaging all ancillary support needed to execute the study
4. Schedule and conduct SIV independently
5. Understand ancillary support and independently – CRU in-service, echo upload forms, client codes, etc.
6. Identify potential barriers to success in a project and proactively engage leadership or address

Clinical Research Coordinator III and Clinical Research Nurse Coordinator III

All items listed above for Clinical Research Coordinator I & II and Clinical Research Nurse Coordinator I & II, as well as:

1. Act as team leads and provide team support
    a. Encourage collaboration between team members

    b. Collect and compile information from coordinator I's & II's
    c. Disseminate information to coordinator I's & II's
2. Act as independent coordinators – problem solve and seek solutions to share
3. Complete a feasibility on every study coming through their team once selected as a site
4. Review monitor letters for major concerns/findings and report them to Manager- Clinical Research Nursing
    a. Help draft correction plans
    b. Provide education and resources for ongoing concerns

*All licensed employees (RN, PT, RT, etc.) are expected to perform duties within their scope of practice as outlined by their current projects.