

DOM CRE Research Nurse Manager (Coordination)
Roles and Responsibilities

Coordinator Team Goal: Improve enrollment and tracking

1. Management of all study coordinator team members and activities (50%)
 2. Being a resource/primary contact for coordination issues in the CRE (20%)
 3. Management of CRE support team members and activities (15%)
 4. Leading coordinator/enrollment portions of required meetings (15%)
 1. Management of all study coordinator team members and activities (50%)
 - a. Assign studies to coordinator and backup
 - b. Lead study handoff procedures
 - c. Provide support when necessary
 - d. Primary liaison between coordinators and ancillary teams within UAB
 - e. Includes the tracking of all effort and enrollment figures
 2. Being a resource/primary contact for coordination issues in the CRE (20%)
 - a. Problem solve, provide solutions and guidance on coordination issues
 - b. Point person for overall coordinator/support questions/concerns
 - c. Provide assistance/planning when necessary
 - d. Proactively assess potential barriers to recruitment/retention
 3. Management of CRE support team members and activities (15%)
 - a. Oversight of student assistants and data coordinator
 - b. Provision of support to coordinators as necessary
 4. Leading coordinator/enrollment portions of required meetings (15%)
 - a. Meet independently with collaborators/CRE leadership when required
 - b. Updating of all applicable logs
 - c. Attend meetings and provide status reports on coordinator/enrollment activities as required (includes monthly PI report meetings)