

DOM CRE Director of Clinical Research
Roles and Responsibilities

CRE Goal: Streamline workflows and provide increased clarity of roles/responsibilities

1. Assessing the ongoing needs of the CRE and collaborators (25%)
 2. Leading and implementing strategic planning for the CRE (20%)
 3. Being an institutional resource and contact for the CRE and clinical research administration (20%)
 4. Development of CRE leadership team (20%)
 5. Oversight of CRE processes and projects (15%)
 1. Assessing the ongoing needs of the CRE and collaborators (25%)
 - a. Streamline processes to create efficiency and address barriers to success
 - b. Communicate with collaborators to determine needs
 - c. Ongoing needs assessment
 2. Leading and implementing strategic planning for the CRE (20%)
 - a. Lead workgroups for identification and implementation of improved processes
 - b. Lead future structure and goals of the CRE
 3. Being an institutional resource and contact for the CRE and clinical research administration (20%)
 - a. Problem solve, provide solutions and guidance on issues
 - b. Collaborate with areas on campus to provide additional resources/support
 - c. Participate in university workgroups surrounding research (financial workgroup, training programs, etc)
 - d. Primary contact for leadership of collaborators and potential collaborators
 4. Development of CRE leadership team (20%)
 - a. Lead administration meetings and individual meetings with each leader
 - b. Identify and implement adjusting workflows and processes
 - c. Provide oversight/guidance to leaders
 5. Oversight of CRE processes and projects (15%)
 - a. Proactively identify potential barriers to success in processes and lead implementation teams
 - b. Address any issues escalated to the role and proactively identify and address any potential barriers to success