

## UW HEALTH JOB DESCRIPTION

### Clinical Research Coordinator

<b>Job Code: 540080</b>	<b>FLSA Status: Non-Exempt</b>	<b>Mgt. Approval: D. Klecker</b>	<b>Date: July 2023</b>
<b>Department: Regional Services – Cancer Center Operations</b>	<b>HR Approval: J. Olson</b>	<b>Date: July 2023</b>	

### JOB SUMMARY

The Clinical Research Coordinator is responsible for the data management, protocol management, and quality control for clinical research studies. The work will involve patient education, informed consent, data collection, basic data analysis, and occasionally some direct patient care. This position works under the direction of the treating physician/investigator and supports and leads clinical research work performed by other clinical staff, ensuring that all research activity adheres to applicable international, federal, state, and institutional laws, policies, procedures, and requirements.

### MAJOR RESPONSIBILITIES

- Schedules logistics and secures resources for a defined clinical research trial of high complexity and/or multiple research trials.
- Recruits, screens, and enrolls trial participants, collects complex information, performs medical assessments, and answers detailed questions with supervision from a medically licensed professional.
- Follows study subjects, ensuring close monitoring while the subjects are on study.
- Reviews protocols and medical record documentation to ensure that compliance with laboratory, clinical procedures, and evaluations is met.
- Assists with review of current research trials, development of operational protocols and work unit policies, and makes recommendations to leadership for improvements.
- Provides expertise by communicating clinical component requirements to the physicians, clinical staff, and patient. Notifies team of due dates and deadlines. Provides education on the impact of protocol modifications and adverse events.
- Serves as subject matter expert and main point of contact for clinical research participants, providing information regarding research procedures, expectations, and information inquiries.
- Manages data and source documentation and maintenance of complete regulatory files. Maintains research subject charts and ensures all data elements have been accurately collected.
- Collects, abstracts, and interprets subject data from medical records or other source documents. Records and submits subject data to study sponsors, resolves data queries, and verifies accuracy of data.
- Completes appropriate site-specific credentialing for studies as required.
- Acts as a liaison with lead institution and sponsor on the activation and maintenance of the trial's protocols and consents.
- Perform quality checks.
- Trains, mentors, and leads research-related activities of clinical staff.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	Associates Degree in a clinical field
	Preferred	Bachelors Degree in a clinical field
Work Experience	Minimum	<ul style="list-style-type: none"> <li>• Five (5) years of experience in a healthcare setting</li> <li>• Two (2) years of oncology clinical research experience</li> </ul>
	Preferred	Non-research work experience in an oncology setting with medical oncology or radiation oncology experience
Licenses & Certifications	Minimum	Registered Nurse (RN) license in the state employed, Radiation Technologist, or Radiation Therapist
	Preferred	Oncology Certified RN, Society of Clinical Research Association, or Association of Clinical Research
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Ability to provide high levels of customer service and responsiveness</li> <li>• Demonstrated role in continuous improvement</li> <li>• Adaptable and innovative approach</li> <li>• Ethical in work and decision making</li> <li>• Familiarity with infection control techniques</li> </ul>

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	<ul style="list-style-type: none"> <li>Flexibility with shift requirements</li> <li>Computer skills including word processing and database spreadsheets</li> </ul>
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### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.