



POSITION #2011-033

http://www.charleston.va.gov/research/CRI_Job_Postings.asp

Title: Research Coordinator

Classification: Regular Full-Time (40 hours/week)

Salary: Negotiable

Duties & Responsibilities:

- Coordinates and supervises complex research protocols at Ralph H. Johnson VA Medical Center in collaboration with MUSC Hollings Cancer Center
- Responsible for project management and monitoring subject flow
- Screens new patients, assists with subject recruitment, and obtains informed consent
- Insures proper patient management according to protocol requirements and coordinates protocol related activities with patients, physicians, clinic personnel and ancillary departments
- Timely and accurately submits data to include collecting data on protocol specific forms in addition to resolving queries.
- Prepares regulatory documents for IRB and VA Committee submission
- Timely and accurately submits required and protocol specific reports including but not limited to adverse event reporting, protocol deviation reporting, screening logs, and database updates
- Prepares, transports, and handles blood borne pathogens and other human specimens following OSHA guidelines for shipment to external facilities.
- Assists with audits and monitor visits
- Other duties as assigned

Supervision:

- Reports directly to Principal Investigator and MUSC HCC Clinical Trials Office Manager

Company Information: The sole purpose of Charleston Research Institute is to advance the research mission of the Department of Veterans Affairs, and specifically the Ralph H. Johnson VA Medical Center, Charleston, South Carolina through the support of research-related activities.

Qualifications and Hiring Criteria:

Level of Education: B.A. or B.S.

Experience: Regulatory and clinical research experience required

Fax signed and completed application with the position number to:

Charleston Research Institute

Attn: Executive Director

(843) 876-5384

Charleston Research Institute is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.