

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Study Coordinator	SALARY GRADE:	HU-14
DATE CREATED:	June 25, 2014	EEO CODE:	03
JOB CODE:	9130	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION:

To coordinate study patients in the Clinical Trials Unit. Execute tasks as required by the study protocols.

SUPERVISORY

ACCOUNTABILITY:

Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE:

Interacts with physicians, immediate staff members, Hospital and University officials, patients and the general public.

PRINCIPAL

ACCOUNTABILITIES:

Maintain familiarity with the protocol.

Evaluate study candidates for eligibility into the study.

Meet with the patient's caretaker to review the details of study enrollment.

Assure that informed consent has been obtained from the patient's legal guardian and consent from the patient when applicable prior to the initiation of research-related activities.

Schedule tests and appointments for patients within appropriate timeframes.

Send the prescriptions for study medication to the pharmacist, including the height, weight or body surface area.

Explain and provide written instructions regarding medication dosing.

Collect returned study medication, inquire from the caretaker about compliance, and assess returns to determine if reported compliance seems to be accurate.

Identify abnormal laboratory results and obtain repeat evaluations are required by the protocol.

Provide guidance regarding dose management if necessary.

Inform pharmacist about any dose changes.

Complete case report forms accurately and thoroughly, and enter data electronically.

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Maintain source documentation in shadow files for each study participant.

Respond to date inquiries in a timely manner.

Complete Serious Adverse Even Reports within the proper timeframes.

Report to the Project Director and the Principal Investigator regarding assignments and duties.

Participate in planning and implementation of special events in the research unit such as symposia or conferences.

Assist with grant writing as assigned.

Perform other duties as instructed by the Principal Investigator and Project Director.

If incumbent is a licensed PA or NP, perform clinical duties as instructed by principal investigator.

CORE COMPETENCIES:

Knowledge of clinical trials protocols.

Knowledge of management regulations of Howard University.

Knowledge of the educational and research goals of grant.

Knowledge of federal and Howard University grant policies, administration and regulation.

Excellent skill in the operation of desktop computer and software applications to include e-mail and calendar functionality, word processing, spreadsheet applications and presentation software.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

MINIMUM REQUIREMENTS:

Minimum of a Medical Degree, or a Master's Degree, or Master's Degree Candidate within one semester of graduation required. Course study concentration in a health related field desirable. Licensed Physician Assistant or Nurse Practitioner desirable not required.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

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SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor



CERTIFIED BY: _____ **DATE:** _____
Department of Compensation

