Research Health Science Specialist (Clinical Research Study Coordinator)
Expected Salary: $70,853 year + Benefits
FTE: 1.0

Position Summary

This Clinical Research position is located in the Research and Development Service of the Veterans Administration Portland Health Care Systems (VAPORHCS) in Portland, Oregon. The incumbent will support Local Site Investigators (LSIs) in the coordination of one or more VA Cooperative Studies Programs (CSP) randomized, double-blind, placebo-controlled clinical trial and/or interventional clinical trial involving experimental and observational research in healthcare. The incumbent will primarily be working with a diversified population of United States Veterans, as well as the potential of working within the community and with other collaborating research institutions in the Portland, Oregon/SW Washington region, including the VAPORHCS Community Based Outpatient Clinics (CBOCs) within the Portland, Oregon Metro area.

This position will entail extensive patient contact and coordinating, managing and executing multiple elements of human subjects' research to provide necessary support to CSP research with primary emphasis on enrollment, regulatory compliance, data quality, and other approved enhancements of research efforts. Successful candidates must be comfortable stepping in as a CSP support study staff facilitator on short notice; flexibility, time management and a team-based aptitude are key.

Job Requirements

- Bachelor degree or higher; preferably in a scientific or social science discipline (e.g., public health, biology, psychology/psychiatry/mental health, sociology, hematology/oncology, cardiology, endocrinology, endoscopy, gastroenterology, geriatrics, nephrology, pulmonology, rheumatology, or another similar field).
- Previous experience with human subjects' research, including but not limited to knowledge of Good Clinical Practices (GCP), patient screening and informed consent, baseline, pre, post and follow-up interviewing, IRB, regulatory documentation
- Experience in the principles of health sciences research, including policies and guidelines involved with human subjects' studies including accreditation agencies, FDA, DHHA and PHS policies, regulations and guidelines.
- Experience working with clinicians, engineers, scientists, specialists, pre- and postdoctoral student trainees and technicians and other other staff affiliates in associated with clinical trial research.
- Work independently and as part of a team
- Take initiative to take on new and varied tasks associated with implementation of novel research
- Proficient in MS Applications, including Word, MS Excel, MS Outlook, and a working knowledge of MS Access, MS PowerPoint, and MS Publisher.

Experience with VA CPRS, VISTA, and other VA databases, and statistical programs a plus; Quickly learn new computer skills specific to the project.

- Communicate effectively and empathetically with patients and staff from diverse backgrounds
- Extreme detail orientation, organization, and ability to maintain written procedures
- Ability to work under pressure and with time constraints.
- Accurately transcribe and input written and recorded data into a database
- Excellent customer service and patient centered focus.
- Preferred experience in: (a) minimum 3 years Human Subjects healthcare/clinical trials and research investigatory processes; (b) study interviewing, including psychological and surgical survey administration; (c) compilation of data and development; (d) interview assessments, including psychological and surgical survey administration; (e) standard clinical procedures and clinical care; (f) carrying out routine clinical tasks, including collection of biological specimens (e.g. blood/phlebotomy; urine) and administering routine clinical tests (e.g., weighing participants, vital signs, EKG); (g) multi-project support administration; (h) pharmaceutical, genomic, surgical/procedural, mental health and/or standard-of-care research programs, including randomized, double-blind, placebo-controlled clinical trial and/or interventional clinical trials; (i) valid driver's license, as this position may require driving to Community Based Outpatient Clinics (CBOCs) within VA PORHCS region.

Detailed Description

- Manage administrative requirements involving the Central and local VA IRBs. Maintain organized, accurate and IRB compliant study records.
- Coordinate and schedule multiple subject visits including following VA policies for processing patient reimbursements (when appropriate).
- Recruit patients in the VA community, including initial screening and engaging with the Veteran population.
- Review medical records and analyzes the patient population for research and recruitment purposes (inclusion/exclusion criteria),
- Conduct informed consent and administer surveys to study subjects, including baseline and follow-up, which may include in-person, teleconferencing and telephone communication.
- Assess the operational status of test equipment to ensure tests are conducted within appropriate limits.
- Execute safe, optimal testing; maintain research or laboratory environment in terms of equipment, supplies, calibration, and safety.
- Administer test procedures, which may include collecting, securing, processing, and shipping of blood/specimen samples; performing routine clinical tests.
- Develop and maintain electronic databases; assist and promote equipment interfacing and data compatibility within the research program.
- Provide timely assistance to the Local Site Investigator (LSI), the local CSP and other team members.

- Promote optimal utilization of the efforts of the staff and systems integration for optimal utilization throughout the research program(s) in support of CSP.
- Effectively coordinate multiple administrative tasks.
- Participate in regularly scheduled multi-site investigator and/or facilitator conference calls; Attend regular clinical and research team meetings.
- Maintaining local site documentation and records, adhering all regulatory requirements
- Respond to general inquiries from study participants and family members, research and clinical staff and other study personnel; assisting with training personnel, including the consideration of the relative needs for services within the research program(s).
- Assist in coordinating the work for the research team, including multidisciplinary teams of clinicians, technicians, and students in research activities of the assigned CSP.
- Respond to other research-related tasks as assigned.

Physical Demands

- The work is mainly sedentary with some walking, lifting, pushing and standing. Because the research may involve disabled and/or hospitalized patients, this position occasionally requires the ability to assist patients, if needed, during interactions (e.g., with transfers) and/or interventions.

Work Environment

- The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals.
- The work area is adequately lighted, heated, and ventilated. Instructing subjects during research appointments may require demonstration of equipment or interventions. Some work is performed in the presence of study participants most often considered not to have a communicable disease but this possibility can exist.

Interested candidates should send a resume/CV to Tawni Kenworthy-Heinige by email at tawni.kenworthy-heinige@va.gov. This posting will be open until a candidate has been selected.

PLEASE DO NOT ATTEMPT TO APPLY BY FILLING OUT AN ONLINE OR HANDWRITTEN OSHU EMPLOYMENT APPLICATION.