Title: Clinical Research Coordinator

Organization: CTI Clinical Trials and Consulting

Location: Norwood, OH Permanent Full time

Position Description:

**Job Purpose/Summary**
Coordinate the conduct of Phase I through Phase IV clinical research studies in accordance with Good Clinical Practices (GCPs), International Harmonization Guideline and Standard Operating Procedures (SOPs) beginning with pre-study planning through successful completion of all study visits.

**What You’ll Do**

* Maintain a good level of knowledge and understanding of assigned protocols, including all protocol requirements for study visits, obtaining informed consent, study visit schedules, tests, procedures, laboratory information, and drug accountability requirements
* Recruit subject volunteers for studies; Work with the Recruitment Department with developing  study-related materials and interview questionnaires
* Create source templates for study documentation, complete case report forms, and other study specific documents seeking assistance from Senior Clinical Research Coordinator, Principal Clinical Research Coordinator, Team Leader or Clinical Site Director, as needed
* Ensure consistency and effective communication during study visits and assure all procedures are conducted in compliance with the clinical protocol; Maintain subject safety, assess feedback from study participant and refer to investigators or other professionals as needed; If applicable, administer study medications based on state licensure, account for medications used
* Coordinate and conduct study visits; Assure all procedures are conducted in compliance with the clinical protocol and in accordance with all applicable regulations and in compliance with GCPs
* Interact with Investigators or study sponsors as needed to assure study participant receives appropriate medical evaluation and care
* Interact with sponsor Clinical Research Associate to facilitate the sponsor monitoring and database clean-up process
* Attend sponsor Investigator/Study Coordinator meetings for assigned protocols
* Conduct clinical research in compliance with all applicable regulations; Request assistance and technical advice from Senior Clinical Research Coordinator, Principal Clinical Research Coordinator, Team Leader or Clinical Site Director

**What You Bring**

* 1-3 years of experience as a clinical research coordinator or in a similar position within the medical or mental health field
* Bachelor’s degree in life sciences or equivalent combination of related experience and education in the medical or mental health field
* Clinical Research Coordinator Certification (CCRC), preferred
* Associate or Bachelor’s Degree in Nursing, preferred
* Advanced Cardiac Life Support (ACLS), preferred

 [**https://www.ctifacts.com/careers/how-to-join-the-cti-team.aspx?gnk=job&gni=8a78859e6d98ce8b016db0f2dde815f7&gns=Industry+Website**](%20https%3A/www.ctifacts.com/careers/how-to-join-the-cti-team.aspx?gnk=job&gni=8a78859e6d98ce8b016db0f2dde815f7&gns=Industry+Website)