

08-Apr-2019

Clinical Research Coordinator

Program on Reproductive Health and the Environment

Obstetrics, Gynecology and Reproductive Sciences

University of California, San Francisco

Full Time

Requisition: 51868BR

Job Summary

JOB OVERVIEW

The Program on Reproductive Health and the Environment (PRHE) conducts epidemiologic and translational research at Zuckerberg San Francisco General Hospital (ZSFG) and the UCSF Betty Irene Moore Women's Hospital at Mission Bay on leading questions in environmental reproductive health, with an emphasis on identifying sources of exposure to environmental contaminants, assessing exposures to environmental contaminants, and evaluating the relationship between environmental contaminant exposure and adverse maternal and infant health outcomes. The purpose of the Clinical Research Coordinator (CRC) position is to carry out study-related activities for the clinical research being conducted by the program at ZSFG and the UCSF Betty Irene Moore Women's Hospital.

The CRC will perform independently or with general direction at the fully operational journey level of the series to execute, manage, and coordinate research protocols, as directed by the Clinical Research Supervisor and / or Principal Investigator (PI); may coordinate the data collection and operations of several concurrent clinical research studies under the guidelines of research protocols, UCSF and regulating agency policies.

The CRC's duties may include, but will not be limited to, supporting the management and coordinating the tasks of single or multiple clinical research studies, depending on their size and complexity; act as intermediary between services and departments while overseeing data and specimen management; manage and report on study results; create, clean, update, and manage databases and comprehensive datasets and reports; coordinate staff work schedules, assist with training of Assistant CRCs, and assist Clinical Research Supervisor and / or PI with oversight of other research staff; manage Investigator's protocols in the Committee on Human Research (CHR) online system, as well as renewals and modifications of protocol applications and the implementation of new studies; participate in the review and writing of protocols to ensure institutional review board approval within University compliance; help assure compliance with all relevant regulatory agencies; oversee study data integrity; implement and maintain periodic quality control procedures; interface with departments to obtain UCSF approval prior to study initiation; maintain all regulatory documents; report study progress to investigators; participate in any internal and external audits or reviews of study protocols.

OBSTETRICS, GYNECOLOGY, AND REPRODUCTIVE SCIENCES / PRHE

The Department of Obstetrics, Gynecology and Reproductive Sciences (Ob/Gyn & RS) is a major academic Department in the School of Medicine, engaged in clinical, research, and training activities at the Parnassus, Mt. Zion and San Francisco General Hospital (SFGH) campuses, as well as satellite locations throughout the Bay Area, with an annual operating budget of \$77.2 million and the new Betty Irene Moore Women's Hospital at Mission Bay. The OBGYN Department has 102 full-time faculty, 136 other academic appointees, 39 post-doctoral fellows, 20 clinical fellows, 36 residents, 136 voluntary

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clinical faculty, and 266 staff. The mission of the UCSF Department of OBGYN & Reproductive Sciences is to improve the lives and health of all women through excellence, innovation and leadership in Patient Care, Scientific Discovery, Education, Advocacy. "Leading the way in women's health."

All applicants must submit a cover letter in order to be considered

ABOUT UCSF

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.

Required Qualifications

- HS graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities
- Bilingual English / Spanish speaking
- Attention to detail; strong interpersonal skills; excellent, effective verbal and written communication skills to coordinate with subjects, team members, other departments and outside institutions; and the ability to multi-task in a fast-paced environment while working with a diverse subject population
- Ability to work well independently, complete projects in a timely manner, and prioritize multiple projects to ensure the completion of essential tasks by deadlines

Preferred Qualifications

- Phlebotomy certification or willingness to become certified
- Fluency in the usage of Committee of Human Research (CHR) online iMEDris system for submission, renewal, and modification of protocols through this system
- Understanding of patient population to create rapport and a relationship, while also giving insight to what is realistic and appropriate for patient participation
- Experience with electronic medical records
- Knowledge of UCSF and departmental policies for dealing with reimbursement, guidelines for research, confidentiality and HIPAA regulations, following the UCSF mission statement and purpose for research, and clear understanding of policies and procedures on patient safety and confidentiality (electronic and hard copy medical records, patient charts, communication, etc.)
- Knowledge of medical terminology, research policies and guidelines, guidelines for packing / shipping infectious substances, database building / analysis, and data management within some of the following: Access, Stata, SAS / SPSS, and Teleform programming platforms
- Experience applying the following regulations and guidelines:
 - Good Clinical Practice Guidelines
 - Health Insurance Portability and Accountability Act (HIPAA)
 - The Protection of Human Research Subjects
 - CHR regulations for recruitment and consent of research subjects
 - Effective Cash Handling Procedures
 - Environmental Health and Safety Training
 - Fire Safety Training

License/Certification

n/a

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Job Code and Payroll Title

9335 Clinical Research Coordinator

Organization

Campus

Appointment Type

Career

Percentage

100%

Location

SFGH / Mission Bay / Parnassus

Work Days

Monday - Friday, 8:00 am - 5:00 pm

Shift

Days

Shift Length

8 Hours

Equal Employment Opportunity

The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

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