

27-Feb-2020

Clinical Research Coordinator

Program on Reproductive Health and the Environment

Obstetrics, Gynecology and Reproductive Sciences

University of California, San Francisco

Full Time

54878BR

Job Summary

JOB OVERVIEW

The Program on Reproductive Health and the Environment program seeks a Clinical Research Coordinator (CRC) with an interest in environmental health and maternal and child health. The CRC will carry out study-related activities for the clinical research conducted by the program at Zuckerberg San Francisco General Hospital (ZSFG) and the UCSF Betty Irene Moore Women's Hospital.

The CRC will independently, or with general direction, execute, manage, and coordinate research protocols, as directed by the Clinical Research Supervisor, the Associate Director of Research, and/or Principal Investigator (PI).

The CRC's duties may include, but will not be limited to, supporting the management and coordination of single or multiple clinical research studies, depending on their size and complexity; act as intermediary between services and departments while collecting data and biospecimens; report on study progress and results; assist with training of new staff; contribute to submissions of protocols in the UCSF Institutional Review Board (IRB) online system, as well as renewals and modifications applications; 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; maintain 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; participate in any internal and external audits or reviews of study protocols.

Due to the population that this position will potentially interact with, proficiency in the Spanish language (read, write, speak) is required.

PROGRAM ON REPRODUCTIVE HEALTH AND THE ENVIRONMENT

The Program on Reproductive Health and the Environment (PRHE) is a collaborative program that aims to create a healthier environment for human reproduction and development through advancing scientific inquiry, clinical care and health policies that prevent exposures to harmful chemicals in the environment. We conduct epidemiologic and translational research 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. Through our research and advocacy efforts, we are committed to transforming health and improving quality of life for women and children, including those belonging to vulnerable populations who are most affected by environmental health injustices.

PRHE is dedicated to creating an inclusive, diverse, and safe workspace where individuals feel empowered to contribute their experiences, viewpoints, and ideas to improve the quality and success of

our program. We aim to cultivate a work culture that celebrates diversity and promotes mutual understanding and respect.

OBSTETRICS, GYNECOLOGY & REPRODUCTIVE SCIENCE

The Department of Obstetrics, Gynecology and Reproductive Sciences (Ob/Gyn & RS) is a major academic Department in the School of Medicine (SOM), engaged in clinical, research, and training activities at the Parnassus, Mt. Zion, Mission Bay, and Zuckerberg San Francisco General Hospital (ZSFG) campuses, as well as satellite locations throughout the Bay Area, with an annual operating budget of \$149 million. 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."

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 fluency in the Spanish (read, write, speak) language
- 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

- 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 location specific and departmental policies for dealing with reimbursement, guidelines for research, confidentiality and HIPAA regulations, following the location's mission statement and purpose for research, and a 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, SASS/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

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.