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| Job Title | Clinical Research Coordinator |
| Employer/ Agency | University of California San Francisco Community Health Systems |
| Job Description | <p>The Clinical Research Coordinator (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, other senior staff, 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.</p> <p>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, senior staff, 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.</p> <p>Under the direction of the study PI, the CRC serves for a new observational cohort study funded by the National Institutes of Health (NIH) designed to assess the prevalence of mild cognitive impairment and dementia in older Vietnamese Americans and associated risk and resilience factors. UCSF's site will enroll 270 older Vietnamese in the San Francisco Bay area (primarily in San Jose) and data collected include measures of cognition, adversity and trauma, socio-contextual factors, and health and cardiovascular disease risk factors. Assessments will occur every 12-15 months with all participants having 3 total assessments over 4 years. Following the study protocol and strictly adhering to the Institutional Review Board (IRB) and Health Insurance Portability and Accountability Act (HIPAA) regulations, the CRC will coordinate study operations and assist with recruitment and scheduling of participants. The staff will work closely with our primary community partner in San Jose, California.</p> <p>This position specifically focuses on collaborating with diverse community and academic partners in the San Francisco Bay Area on Alzheimer's disease and related dementia, aging, and caregiver-related issues affecting Vietnamese Americans.</p> |
| Qualifications | <ul style="list-style-type: none"> • HS graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities • Fluent or Proficient in Vietnamese in reading, writing, and 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

- Bachelor's degree in public health, nursing, social sciences, or related area and/or equivalent experience/training
- Master's degree in public health, nursing, social sciences, or related area and/or equivalent experience/training
- Society of Clinical Research Associates (SoCRA) or equivalent certification such as the Certification Program for Clinical Research Professionals (CCRP), Association of Clinical Research Professionals (ACRP)
- Experience working with older adult population with cognitive impairment
- Clinical Research Coordinator experience
- Knowledge and experience with federal or industry sponsored research
- Data management experience
- Experience obtaining human research patient consent
- 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 participant population to create rapport and a relationship, while also giving insight to what is realistic and appropriate for patient participation
- Experience with interviews or health assessments
- Knowledge of UCSF and departmental policies for dealing with reimbursement, guidelines for research, confidentiality and Health Information and Accountability Act (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: R, Stata, SASS/SPSS, and Teleform programming platforms
- Experience applying the following regulations and guidelines:
 - Good Clinical Practice Guidelines
 - 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

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| Salary/Hours | Full-Time |
| Employer/Agency | University of California San Francisco Community Health Systems |



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| City, State, Zip | San Francisco, CA |
| Application Method | https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=6495&siteid=5861&Areq=59624BR#jobDetails=3147561_5861 |
| Opening Date | Immediate |

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