**Job Title: Study Coordinator**

**\*Hiring is contingent upon the subaward arriving on station.**

**SUMMARY**

This is a full-time Study Coordinator (SC) position for a multi-site randomized trial examining group treatment for Veterans who have experienced military sexual trauma. The SC will be responsible for the local site administrative and clinical operations of the study and will serve as the coordinator and liaison for the main site. The SC will be responsible for subject screening, recruitment, scheduling, data collection, data management, data entry, subject consent and assessments, team meetings, audits, and all regulatory documentation. The SC will support additional research studies. Other research studies may include topics on the treatment of PTSD, treatment of chronic pain, and implementation studies. This position will work closely with the principal investigators and other study staff to conduct these research projects. This position is based at the VA Portland Health Care System, Portland, OR.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Screening of medical records for determination of eligibility.

E-mailing/Mailing of surveys and/or calling participants.

Entering data from collected surveys.

Communicating with research subjects about study procedures and requirements.

Managing participant databases and tracking of enrollment.

Facilitating subject reimbursement or compensation.

Assisting with Institutional Review Board approvals and data requests.

Helping with grant and report preparation.

Completing additional administrative tasks to support projects.

Managing budgetary documents and record

**JOB DUTIES**

1. Works closely with the Principal Investigator (PI) to ensure all regulatory documentation with the Institutional Review Board (IRB), Research and Develop (R&D) and other regulatory agencies is completed. Responsible for maintaining all critical document binders in adherence to the protocol and all relevant R&D and IRB regulations.
2. Responsible for preparing documents and reports for annual audits. Ensures compliance to all applicable IRB, R&D, HIPAA, security, privacy, and other appropriate regulations.
3. Will serve as the study coordinator for the site during the multisite trial and will coordinate and support the efforts of the study team at the local site (VAPORCHS).
4. Responsible for overall recruitment for the study and developing a system to track recruitment and screening, ensuring target recruitment is met, following all IRB-approved procedures.
5. Conduct informed consent with subjects and complete all consenting documentation.
6. Administer assessments with clinical subjects, which will include Veterans with mental health diagnoses.
7. Responsible for the internal monitoring of case report forms, including the identification of missing data and apparent discrepancies and inaccuracies, and conducting the reconciliation of queries.
8. Conduct data entry for studies across multiple data entry platforms, and provide extracted data as requested.
9. Responsible for the storage and shipping/handling of all laboratory samples, as well as other study materials, in compliance with all IATA regulations.
10. Identify and respond to adverse events and serious adverse events within the required timeline, working with the PI to collect information as needed to report events as per IRB guidelines.
11. Manage, administer, and ensure data quality, security, and maintenance of data files and database systems for current and past studies.
12. Be able to respond to general inquiries from participants and assist with technical support as needed to be able to participate in group telehealth.
13. Responsible for performing general office administration in relation to research (word processing, photocopying, faxing, and mailing).
14. Communicate effectively with the PI, study team members, study sponsor, project coordinating centers, study monitors, and other regulatory agencies.
15. Support additional research studies and quality assurance projects with the VA as requested.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

* BA/BS or higher degree in a scientific- or health-related field required.
* At least two years of experience working as a study coordinator with human subjects clinical trials, preferably within a VA setting.
* Excellent communication and interpersonal skills with the ability to collaborate and engage professionally with a diverse group of researchers and participants
* Experience in database creation in Excel and SPSS or other statistical software. Prefer experience with Qualtrics and DocuSign.
* Proficiency in Microsoft office.
* Strong organizational skills with attention to detail.
* Solid problem-solving and critical thinking skills
* Excellent data entry skills.
* Excellent time management skills and the ability to work on multiple projects simultaneously.
* Flexibility, adaptability, and the ability to work both independently and in a team setting.
* Experience in a mental health field desired.

**LANGUAGE SKILLS**

Ability to communicate effectively (written and oral) in English.

Knowledge of mental health and some medical terminology.

**MATHEMATICAL SKILLS**

Ability to use Excel and databases.

**COMPUTER SKILLS**

Strong computer skills and experience with Microsoft Office Suite database software such as Word, Outlook, and Excel.

Experience using data management systems and/or electronic health records.

Experience with REDCap, Qualtrics

**REASONING ABILITY**

Strong organizational skills and ability to attend to numerous details and multitask efficiently.

Ability to work independently and collaboratively.

Commitment to contributing to an inclusive working and learning environment.

Basic project management skills.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

* The employee must occasionally lift and/or move up to 10 pounds, reach with hands or arms, and stand or walk.
* The employee is regularly required to use hands to finger, handle, or feel; and frequently required to sit, talk and hear.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* The noise level in the work environment is usually moderate.

**LOCATION and ADDITIONAL INFORMATION**

* Primary job location is located on the VA Portland Health Care System campus
* New employees must submit COVID-19 vaccination documentation or seek an exemption within 8 weeks of beginning employment.

**Portland VA Research Foundation is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status such as race, color, sex, sexual orientation, gender identity, religion, national origin, or age.**

Apply online at <http://www.pvarf.org> and include a CV and cover letter explaining your interest in the position