Clinical Research Coordinator

Clinical Trials of Texas, Inc. (CTT) is currently seeking an experienced and motivated Clinical Research Coordinator for our fast growing Phase I department. The primary focus of this role is to coordinate and manage clinical pharmaceutical and device protocols conducted at CTT while following applicable federal regulations/ICH guidelines, medical ethics, HIPAA rules, GCPs, IRB requirements, CTT's SOPs, and sponsor/Contract Research Organization (CRO) protocol requirements.

RESPONSIBILITIES:
Tasks may include, but are not limited to:

A. Represents CTT in a professional and courteous manner (verbal, written and in appearance) when interacting with CTT staff, sponsors, IRBs, patients/subjects, nursing and medical staff members of various clinics, hospitals and physician’s offices.
B. Must be moral and ethical in decision-making and during interacting with patients, sponsor and IRB representatives, physicians and staff at satellite clinics, and other employees.
C. Accurately assesses vital signs and pediatric/adult phlebotomy.
D. Obtains patient informed consent according to federal regulations/ICH Guidelines, GCPs, CTT's SOPs and sponsor/CRO and IRB requirements.
E. Complies with all HIPAA regulations.
F. Maintains confidentiality of patient and/or protocol issues as appropriate and as bound by Confidentiality Agreements with CTT, between CTT and sponsors, and between CTT and other entities.
G. Is creative and diligent in the recruitment of qualified study subjects into assigned protocols to fulfill enrollment obligations within the sponsor's timeline while following all policies and regulations governing medical ethics, IRB requirements, federal regulations/ICH guidelines, GCPs and CTT SOPs.
H. Schedules patient visits according to protocol requirements and timelines.
I. Able to accomplish protocol specified patient visits and procedures.
J. Clearly and concisely documents patient assessments, observations, test results and other study related information per federal regulations/ICH guidelines, GCPs, CTT SOPs, sponsor/CRO and IRB requirements.
K. Obtains blood and urine samples and then processes and ships specimens as required.
L. Maintains accurate and complete written source documentation of patient visits and protocol related activities.
M. Promptly reports adverse events to supervisor, Principal Investigator/Sub-Investigator, sponsor/CRO as deemed necessary and to ensure subject safety.
N. Reports Serious Adverse Events (SAEs) to sponsor within 24 hours of becoming aware of the SAE. Also reports the SAE to supervisor and/or Principal Investigator/Sub-Investigator.
O. Accurately completes CRFs/eCRFs and or worksheets generated by the sponsor/CRO.
P. Accounts for clinical trial materials (i.e. CRFs, study drug, lab supplies, and/or other required items) and ensures availability of appropriate amounts for the conduct of the study.
Q. Maintains ongoing communication with supervisor, Principal Investigator/Sub-Investigator, other study personnel and sponsor/CRO per CTT SOPs and as deemed necessary.
R. Attends required training courses/conferences in order to stay abreast of current and changing federal regulations and CTT policies.
S. Pursues educational opportunities to increase knowledge of the research process and associated rules and regulations governing clinical research.
T. Attends Investigator Meetings as directed.
U. Performs all study-related duties in a time- and cost-effective manner in adherence with CTT policies.
V. Performs all duties in a safe and prudent manner.

PHYSICAL REQUIREMENTS AND/OR ENVIRONMENTAL FACTORS:
A. Work is normally performed in a typical interior/office work environment
B. Travel required
C. Exposure to human bodily fluids
D. Laboratory processing procedures
E. Subject/Patient care
F. Daily computer use
G. Frequent night and/or weekend work
H. Ability to properly lift up to 35 pounds and occasionally more than 35 pounds
I. Ability to drive, and daily availability of an automobile

MINIMUM REQUIREMENTS:
Education: Bachelor degree, LVN or RN license.

Experience: This is a mid-level position. A minimum of 2 years’ experience in the field of clinical research is required.

Skills: Ability to read, understand and assimilate protocol specified requirements and/or to ask appropriate questions as needed to gain knowledge and understanding. Must possess a basic knowledge of research design, patient care practices, GCPs, FDA regulations and a thorough knowledge of medical terminology. Must possess excellent interpersonal skills including written and oral communications. Must be able to perform or willing to learn to perform ECG, adult/pediatric phlebotomy, and any other technical skills related to the completion of a study visit as required by the protocol.

COMPANY DESCRIPTION:
Established in 2001, Clinical Trials of Texas, Inc. (CTT) is the fastest growing multi-specialty research organization in San Antonio. Our unique business model has proven to produce high quality data for sponsors/CROs while creating great opportunities for our staff and investigators.

In addition to long-term growth opportunities, CTT has an outstanding benefits package including:
• Free POS Health Insurance for the individual employee
• 401K Retirement Plan with generous company matching
• Profit Sharing
• Disability Insurance, 100% paid by CTT
• Life Insurance, 100% paid by CTT
• Paid approved training and ACRP Certification
• Paid licensure renewal
• Covered parking for all employees

CONTACT INFORMATION:
Fax your resume to (210) 949-0181
or email it to employment@cttexas.com