Clinical Research Coordinator - RN

Clinical Trials of Texas, Inc. (CTT) is currently seeking a Clinical Research Coordinator – RN for our Phase I team. The primary focus of this role is to coordinate and manage clinical pharmaceutical and device protocols conducted at CTT while following applicable federal regulations, CTT’s SOPs, and sponsor 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 and nursing and medical staff members of various clinics, hospitals and physicians’ offices.
B. Reads and understands protocols.
C. Accurately assess and phlebotomy.
D. Obtains patient informed consent according to federal regulations, Good Clinical Practices (GCPs) and CTT’s SOPs.
E. Is creative and diligent in the recruitment of qualified study patients into assigned protocols to fulfill enrollment obligations within the sponsor's timeline while following all policies.
F. Schedules patient visits according to protocol requirements and timelines.
G. Accurately conducts protocol specified patient visits and procedures.
H. Clearly and concisely documents patient assessments, observations, test results and other study-related information.
I. Accurately completes CRFs/eCRFs and/or worksheets generated by the sponsor/contract research organization (CRO).
J. Accounts for clinical trial materials (i.e. study drug, lab supplies, equipment, etc.) and ensures availability of appropriate amounts for the conduct of the study.
K. Maintains ongoing communication with supervisor, Principal Investigator/Sub-Investigator, other study personnel and sponsor/CRO per CTT SOPs and as deemed necessary.
L. Attends required training courses/conferences in order to stay abreast of current and changing federal regulations and CTT policies.
M. Attends Investigator Meetings as needed.
N. Performs all study-related duties in a time- and cost-effective manner in adherence with CTT policies.
O. Performs all duties in a safe and prudent manner.
P. Performs other duties as assigned.

**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. Infrequent 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: RN and/or BSN: Successful completion of State Board of Nursing exam and current Texas nursing license in good standing.

Experience: At least one year of previous research experience and/or clinical experience 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, 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 and 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  
• Paid nursing malpractice insurance  
• Covered assigned parking

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