



Research Coordinator Assistant  
THI CV Surgery Research Clinical  
(FT-R 170083)

**COMPANY SUMMARY**

The mission of the Texas Heart® Institute is to reduce the devastating toll of cardiovascular disease through innovative programs in research, education and improved patient care. Texas Heart® Institute is a nonprofit organization founded by Dr. Denton A. Cooley in 1962.

Texas Heart® Institute is a nonprofit organization in the truest sense. Unlike most institutions that have a source of operating revenue, Texas Heart® Institute relies solely on government grants, research contracts and, above all, philanthropy. In fact, donations from grateful patients, foundations, corporations, physicians, and the general public account for more than half of the Institute's annual operating budget.

For more information, please visit our website at [www.texasheart.org](http://www.texasheart.org)

**POSITION SUMMARY**

The Research Coordinator Assistant assists clinical research coordinators with day-to-day tasks for clinical research studies. Duties include helping research coordinators, hospital staff and others with scheduling research-related tests for human subjects enrolled in clinical trials, study subject follow-up, collection and documentation of research study data, and maintenance of study folders and files.

**PRIMARY RESPONSIBILITIES**

- Assists clinical research coordinators and nurse practitioners with scheduling and coordination of screening, follow up, and protocol-required tests and procedures. Receives incoming telephone calls or other communications, and routes appropriately, working with hospital and doctors' office staffs, while ensuring and maintaining compliance with patient privacy policies.
- Facilitates efficient flow of subjects, from initiation of screening visit through discharge/transfer in a timely manner.
- Organizes and maintains research subject study binders by filing all correspondence and forms; coordinates staff requests for records and test results (e.g., biopsies and x-rays), including sending out records and requests within given time-frame.
- Processes (on department level) invoices and other documents relating to study costs and billing.(5%)
- Retrieves research data, as directed, from appropriate sources, including medical records, hospital computer system and other institutions.
- Maintains logs of screened and enrolled subjects and provides updates to department staff as directed.(5%)
- Promotes teamwork with focus on customer service by promptly acknowledging and assisting research subjects and their families, visitors, other clinical staff and physicians, with professional demeanor and positive communications at all times.
- Prepares blood and other tissue specimens for shipment to appropriate laboratory. Maintains and monitors appropriate levels of research supplies and equipment.
- Assists with typing of correspondence in a professional and appropriate format as directed, adhering at all times to HIPAA and other regulations and policies.

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Associates Degree or higher preferred
- Minimum of 1 year of related experience required
- Experience with public/patient/guest relations necessary
- Must be extremely organized and accurate with proficiency in PC skills-Microsoft Word, Excel, PowerPoint, Access
- Must have excellent customer service skills and good oral and written communication skills
- Ability to solve problems and work efficiently with minimal daily supervision

## **HOW TO APPLY**

All qualified candidates please submit your resume to: [careers@texasheart.org](mailto:careers@texasheart.org) with subject title “**Research Coordinator Assistant - CV Surgery Research Clinical**”