TEXAS HEART® INSTITUTE

Sr Research Coordinator
THI Stem Cell Research Clinical
(FT-R 170094)

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.

For more information, please visit our website at www.texasheart.org

POSITION SUMMARY
Assists investigators with the conduct of clinical research projects in compliance with the approved protocol, institutional policies and procedures, and Federal regulations. Assists with data collection and preparation of all documents related to assigned projects.

PRIMARY RESPONSIBILITIES
- Assists principal investigators with development of clinical research protocols and related documents according to institutional and IRB policies and procedures, and FDA regulations.
- Assists investigators, as appropriate, with conduct of study according to the approved protocol, and obtains research data from multiple sources, including medical records, hospital computer system and department forms
- Completes study case report forms and other documents according to approved protocol with strict adherence to timelines set out by sponsor.
- Maintains study files (patient binders, regulatory binders) according to Good Clinical Procedures for clinical research (GCP), and in an organized manner to maintain up to date status.
- Maintains database and logs of patients enrolled into studies, and produces summary reports of ongoing clinical research programs. Distributes reports to key personnel as directed
- Operates study-specific equipment (may include investigational devices), and provides technical assistance (as to protocol) to other staff involved in use of study equipment, devices and/or drugs. May include training other staff in proper operation and use of investigational devices
- Assists investigators, study monitors and others during protocol audits; includes providing necessary documents. Liaison to study monitors to provide necessary study documents and coordinator time for successful visits.
- Assists investigators with preparation of presentations and publications of study results
- Works with manager to develop study budget with accuracy and efficiency. Oversees patient billing to ensure all research billing is properly distributed.
- Liaison between patients, hospital departments, personnel, and industry representatives to ensure efficient management of study protocol

QUALIFICATIONS AND EDUCATION REQUIREMENTS
- Minimum Qualifications: Four Year Degree; or two years' experience in clinical research
- Minimum Years in field: Five (5) years of clinical research
- Expertise in independently managing all aspects of research study with little to no supervision
- Must have completed Institute-required clinical research training program upon employment, or if not, will be required to complete such training within 30 days of employment.
- Registered Nurse (RN) – Current Texas Board of Nursing license is preferred
- Experience with Microsoft Office; Clinical Conductor preferred
- Ability to coordinate all aspects of research study preferred

HOW TO APPLY
All qualified candidates please submit your resume to: careers@texasheart.org with subject title "**Sr Research Coordinator – THI Stem Cell Research Clinical**"