

Senior Clinical Research Coordinator-RN/FNP

Position Summary

Under general supervision, the Senior Clinical Research Coordinator-RN/FNP functions within the full scope of nursing practice, which includes being responsible for the process of patient identification, assessment, planning, implementation, monitoring, evaluation and coordination of care to meet the patient's health care needs in collaboration with health team members to ensure safe, quality care during the patient's entire course of participation in a clinical research trial.

Qualifications

- Masters Degree from Accredited Program preferred
- BS degree in Nursing AND at least 5 years of professional nursing experience or a combination of education and experience to total 9 years
- Current licensure to practice as a Registered Nurse
- Clinical Research Coordinator Certification (CRC) issued by the Association of Clinical Research Professionals and/or Clinical Research Professional Certification (CCRP) issued by the Society of Clinical Research Associates or interested in achieving this certification (we will cover all associated costs)
- Minimum 3-5 years of clinical research preferred
- Non-invasive, plastic surgery procedure experience is preferred
- Thorough clinical and ethical judgment and advocacy
- Excellent written and oral communication skills
- Exceptional attention to detail and accuracy
- Strong decision-making and problem-solving skills
- Ability to manage multiple tasks and priorities, while maintaining flexibility and adaptability
- Demonstrated leadership potential

Responsibilities

- Analyzes highly complex data gathered on clinical research studies
- Interprets complex clinical research data
- Conducts clinical testing, develops protocols and assures all protocol procedures are approved
 - Obtains informed consent, under general supervision of the investigator, and educate participants regarding study requirements
 - Confer with study patients to explain purpose of research studies, diagnostic procedures and treatments
 - Collection of pertinent information and data from subject charts and record subject interviews
 - Completion of case report forms
 - Completion of patient follow-up as appropriate
 - Maintenance of essential documents binders and regulatory documents
- Prepares reports for presentation at conferences and seminars
- Mentors, trains and reviews the work of less experienced clinical research staff
- Develops workflow policies and procedures, prepares manuals and documents related to operations of the function
- Oversees the clinical assessments of the study subjects including but not limited to screening, evaluation/eligibility and testing of the subjects
- Oversees data collection, processing, storage, inventory and quality control for clinical research studies
- Assists in budget preparation and negotiation

Senior Clinical Research Coordinator-RN/FNP | Page 2

- May prepare and ensure grant applications, Institutional Review Boards (IRB) and Global Clinical Operations (GCO) documents are submitted in a timely manner
- Coordinates protocols and human subject approvals between various sites
- Assists the Principal Investigator and regulatory staff in the preparation of new protocol submission, protocol amendments and renewals of on-going clinical trials
- Adheres to and supports all Federal regulations
- Assess client at time of consultation and identify health and medical risk factors
- Inject neurotoxins and dermal fillers in accordance with NYS standards
- Accurately document treatment, follow-up and/or client concerns in chart using approved guidelines/forms for procedure
- Take before and after photos on all clients and download to computer
- Determine the effectiveness of the treatment plan with documentation of client care outcomes
- Reassess and modify the plan as necessary to achieve health and esthetic goals
- Provide accurate, appropriate and immediate responses to all requests by clients, ensuring complete customer satisfaction
- Ensure client has an excellent experience by minimizing pain and ensuring comfort level at all times
- Recommend and promote products to client
- Consult and educate client on all aspects of the Medical Spa
- Actively build repeat clientele by ensuring on-going high level of customer satisfaction

Physical Requirements

- Frequent walking, bending/stooping, reaching and sitting
- Involves occasional lifting/carrying of items weighing up to 30 pounds
- Vertical lifting/carrying occasionally
- Eye-hand coordination and sufficient manual dexterity are required to operate a keyboard, photocopier/fax machine, telephone and medical equipment
- Frequent grasping, manipulation of equipment and utilization of fine-finger movements

Note: Additional duties may be assigned as required.