CLINICAL RESEARCH COORDINATOR	
Location:	Denver, CO
Schedule:	Full-time
Scheduled Days & Hours:	M-F
Job Details:	We are seeking a phenomenal Clinical Research Coordinator. Our state-of-the-art center is looking for a Clinical Research Coordinator that fits our mission of excellence in urology. Every member of our team plays a crucial role in fulfilling our promise of excellence to our patients. If you are a dynamic person that thrives in a learning environment and takes pride in your work, we'd like to hear from you. **ESSENTIAL FUNCTIONS:** (This list may not include all of the duties assigned.) 1. Aids in the coordination, management and conduct of the clinical research under the supervision of a designated physician/investigation. 2. Requires integral role in maintaining the safety of study subjects and quality of study data. 3. Carry out the procedures specifically delegated by the PI. The delegated procedures will be completed in accordance of the sponsor and FDA and GCP guidelines. 4. Perform designated clinical procedures (i.e. injections-SQ/IM, EKG, bladder installation, IV's, infusion). 5. Greets patients and prepares them for physician examination. Screens patients for appropriate information. Instructs patients in collection of samples and tests. Collects vital signs and enters them into computer record. 6. Prepares equipment and assists physician during examination, procedures and testing of patients. 7. Enter patient information into computerized medical record (chart updates, flow sheets). 8. Assures protocol compliance through a thorough understanding of the protocol. 9. Assists with study start up and close out. 10. Screens and enrolls study participants. 11. Tracks participant compliance with the research drug, devise or procedure. 12. Completes source documents, if applicable and case report forms (CRF's). 13. Tracks, reports and monitors adverse events and deviations. 14. Prepares regulatory documents as needed for the FDA (e.g., form 1572) and IRB (e.g., Description of Study, Informed Consent Form). 15. Complies with sponsor and/or FDA audit requests. 16. Train and oversee other research support staff, as needed. 17. Protects all research data in accordance with TUCC and CRF part 11. **KNOWLEDGE, SKILLS & ABILITIES:** 1. Skill in successfully completing all clinical procedures dictated by the study. 2. Knowledge of protocol management for various phases of studies. 3. Knowledge of organizational policies, regulations and procedures to administer patient care. 4. Knowledge of common safety hazards and precautions to establish a safe work environment. 5. Skill in maintaining records and recording test results. 6. Skill in identifying problems and recommending solutions. 7. Skill in developing and maintaining practice quality assurance and quality control standards. 8. Skill in establishing and maintaining effective working relationships with patients, medical staff, and public. 9. Ability to react calmly and effectively in emergency situations. 10. Ability to interpret, adapt and apply guidelines and procedures. 11. Ability to communicate clearly.

EDUCATION:
Degree/Certificate from an accredited program for Registered Nurse, Licensed Practical Nurse, Medical Assistants, EMT, or Paramedic required.

EXPERIENCE:
1. One year full-time work experience as a Research Coordinator.
2. One to two years direct patient care experience.
3. Knowledge of medical terminology.
4. Computer experience. Keyboard proficient. Accuracy more important than speed.

CERTIFICATE/LICENSE:
Although certification in clinical research is not required for hiring, it is expected the hired individual will be actively working towards certification while employed at TUCC. There is an expectation of the individual to achieve certification within 1 year of hire. If certification is not achieved within the prescribed time frame, the PI will re-evaluate the continuation o f employment as a Research Coordinator.

ALTERNATIVE TO MINIMUM QUALIFICATIONS:
Additional appropriate work related experience may be substituted for certification requirement.

The Urology Center of Colorado (TUCC) recognizes and appreciates the rich array of talents and perspectives that equal employment and diversity can offer our institution. As an affirmative action/equal opportunity employer, TUCC is committed to making all employment decisions based on valid requirements. No applicant shall be discriminated against in any terms, conditions or privileges of employment or otherwise be discriminated against because of the individual's race, creed, color, religion, gender, national origin or ancestry, age, mental or physical disability, sexual orientation, gender identity, transgender status, genetic information or veteran status. TUCC does not discriminate against any "qualified applicant with a disability" as defined under the Americans with Disabilities Act and will make reasonable accommodations, when they do not impose an undue hardship on the organization.