



Clinical Research Care Coordinator Job Description

JOB INFORMATION

Job Code:	133025
Job Title:	Clinical Research Care Coordinator
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Clinical Research
Job Family Group:	USC Job Families
Management Level:	8 Individual Contributor
Clinical Research Care Coordinator	

JOB SUMMARY

Acts as a liaison between clinical research teams, service providers and other institutional resources to facilitate clinical research studies. Provides support and guidance for new studies. Develops resources, activities, and events to facilitate ongoing conduct of studies and access to clinical and other institutional resources.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience providing medical/clinical guidance.
X		Advanced judgment as well as analytical and decision-making skills, with the ability to work independently with minimal supervision.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience with research protocols and regulatory bodies/regulations, Institutional Review Board requirements, and Good Clinical Practice (GCP).
X		Data gathering and analysis skills.
X		Proficiency with office computing tools and technologies (e.g., Microsoft Office).
X		Excellent time management skills.
X		Demonstrated interpersonal, negotiation and problem solving skills.
X		Experience in customer service.
X		Practiced use of discretion and decision-making ability.
X		Excellent written and oral communication skills.
	X	Proven ability to build and maintain deep and meaningful relationships with community members and outside agencies.
	X	Experience in clinical trial conduct and management (e.g., recruitment and retention of study participants, execution of protocols, regulatory compliance, data collection and adverse event reporting).
	X	Experience coordinating research protocols with health care provisions and in health systems.
	X	A current understanding and appreciation of the cultural vibrancy and historical significance of local communities in Los Angeles and Southern California.
	X	Extensive knowledge and/or understanding of numerous cultural issues (e.g., immigration, socioeconomic, LGBTQIA+).
	X	Fluent in one or more languages in addition to English (e.g., Spanish, Korean, American Sign Language).

Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
	X		Society of Clinical Research Associates or Association of Clinical Research Professionals certification.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Coordinates activities between study teams, health systems and institutional resources required for conducting clinical research studies. Identifies and implements improvement opportunities, continuously improves workflows, systems, and processes, and provides timely updates to stakeholders. Participates in site visits and regulatory audits as required or directed.				
Communicates with study participants, addressing any questions or concerns. Advises teams on systems for organizing, collecting, reporting, and monitoring data. Assists with creation of informational and instructional materials for study participants. Assists participants navigating study procedures.				
Supports strategy development for clinical trial recruitment, study enrollment, and participant retention.				
Communicates clinical research protocols to health systems and other relevant stakeholders. Advises on Institutional Review Board submissions, amendments and renewals.				
Attends regular meetings and trainings to coordinate services and care between research teams, study participants and health system, and other resources. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.