Clinical Research Coordinator Assistant

Clinical Trials of Texas, Inc. is currently seeking a Clinical Research Coordinator Assistant for our clinical research department. The primary focus of this role is to assist the lead and primary study coordinators in the conduct of clinical pharmaceutical and device protocols conducted at CTT while following sponsor/CRO requirements, CTT's SOPs, federal regulations/ICH Guidelines and Good Clinical Practices.

RESPONSIBILITIES:

Tasks may include, but are not limited to:

A. Reads and understands protocols and helps to accomplish protocol specified patient visits and procedures as directed by assigned lead coordinator and/or CRC I.
B. Under the direction of assigned lead coordinator or CRC I and after completion of required training, clearly and concisely documents patient assessments, observations, test results and other study related information.
C. Obtains patient informed consent according to CTT's SOPs, federal regulations/ICH Guidelines, GCPs, and sponsor/CRO and IRB requirements.
D. Assists in the creative and diligent recruitment of qualified study subjects into assigned protocols to fulfill enrollment obligations within the sponsor's timeline while following all policies and regulations related to clinical research.
E. Assists in the scheduling and conduct of patient visits according to protocol requirements and timelines as directed by assigned lead coordinator and/or CRC I.
F. Under close supervision maintains accurate and complete written source documentation of patient visits and protocol related activities.
G. Accurately completes CRFs/eCRFs.
H. Complies with all HIPAA regulations.
I. Maintains confidentiality of patient and/or protocol issues as appropriate and as bound by Confidentiality Agreements with CTT, between CTT and sponsors, and between CTT and other entities.
J. Promptly reports adverse events to lead coordinator, CRC I or other supervisor and/or Principal Investigator/Sub-Investigator as deemed necessary.
K. Immediately reports Serious Adverse Events (SAEs) to Lead CRC, CRC I or other supervisor. May report SAE to the Principal Investigator/Sub-Investigator as deemed appropriate. Assists in the reporting of SAEs to sponsor within 24 hours of becoming aware of the SAE.
L. Assists in the accountability of clinical trial materials (i.e. CRFs, study drug, lab supplies, and/or other required items) and helps ensure availability of appropriate amounts for the conduct of the study.
M. Maintains ongoing communication with lead coordinator, CTT president, principal investigator and study personnel and documents these communications.
N. Attends required training courses/conferences in order to stay abreast of current and changing federal regulations and CTT policies.
O. Pursues educational opportunities to increase knowledge of the research process and associated rules and regulations governing clinical research.
P. May travel to attend investigator meetings as directed.

Q. Performs all study-related duties in a time- and cost-effective manner in adherence with CTT policies.
R. Performs all duties in a safe and prudent manner.

PHYSICAL REQUIREMENTS AND/OR ENVIRONMENTAL FACTORS:

A. Work is normally performed in a typical interior/office work environment
B. Travel required
C. Exposure to human bodily fluids
D. Laboratory processing procedures
E. Subject/Patient care
F. Daily computer use
G. Infrequent night and/or weekend work
H. Ability to properly lift up to 35 pounds and occasionally more than 35 pounds
I. Ability to drive, and daily availability of an automobile

MINIMUM REQUIREMENTS:

Education: Bachelor Degree is desired; however, previous research and/or clinical experience may be acceptable.

Experience: This is an entry level position. Some experience in the field of research is desired; however, may be new to research and possess good clinical skills with successful work history in a clinic setting.

Skills: Must possess excellent clinical skills and interpersonal skills including written and oral communications. Is moral and ethical in decision-making and during interacting with patients, sponsor/CRO, IRB representatives, physicians and staff at satellite clinics, and study personnel. Must have a strong work ethic, be proactive in identifying tasks that need to be completed and to strive for accuracy and quality when completing assignments. Ability to problem-solve. Excellent computer skills to include strong knowledge of software (Microsoft Office Suite).

COMPANY DESCRIPTION:

Established in 2001, Clinical Trials of Texas, Inc. (CTT) is the fastest growing multi-specialty research organization in San Antonio. Our unique business model has proven to produce high quality data for sponsors and contract research organizations (CROs) while creating great opportunities for our staff and investigators.

In addition to long-term growth opportunities, CTT has an outstanding benefits package including:

• Free POS Health Insurance for the individual employee
• 401K Retirement Plan with generous company matching
• Profit Sharing
• Disability Insurance, 100% paid by CTT

• Life Insurance, 100% paid by CTT
• Paid approved training
• Covered parking for all employees

CONTACT INFORMATION:
Email your resume to **employment@cttexas.com**
or fax it to **(210) 949-0181**