Western Washington Medical Group
Arthritis Clinic
1909 214th ST SE Suite 211
Bothell, WA 98021
General Employment | WWMG (wwmedgroup.com)

Clinical Research Coordinator:

Join our top-performing team at Western Washington Arthritis Clinic. Our physicians practice state-of-the art medicine using the latest research and techniques to diagnose and treat chronic disorders such as autoimmune disorders, arthritis, lupus, gout, fibromyalgia and osteoporosis.

We are located in the WWMG's Bothell location at 1909 214th ST SE Bothell WA 98021. Conveniently off I-405 in Canyon Park.

Our staff enjoys professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration. Hours are M-F with no weekends and no on-call.

Job Summary:

Ideal candidate will have experience in coordinating the implementation, quality control and completion or research studies while assisting the Principal Investigator in determining and accomplishing study objectives. Oversees research studies in an administrative and operational capacity while maintaining compliance with guidelines set by the governing agencies.

Essential Functions:

- Oversees compliance to protocol; manages quality control, completion and submission of study related documentation; prepares reports for organizations and agencies
- Develops study budgets; monitors budget expenses and billing for allied services; negotiates payment schedule with sponsor and fees for internal services.
- Monitors enrollment goals and initiates strategies to promote enrollment and participant compliance. Coordinates and performs responsibilities related to research participants including determining subject population availability, developing informed consents and screening materials, screening and recruiting

subjects, scheduling visits, obtaining informed consent, answering subject inquiries, overseeing study visits and action as a liaison between participants and study-related parties.

- Assesses protocol for clarity and subject safety, reviews inclusion/exclusion criteria; clarifies concerns and questions with Principal Investigator and sponsor.
- Attends and participates in Investor and staff meetings. Advises tem regarding specific study assignments and timelines.
- Obtains medical history and demographics; documents in source file and maintains with historical data, status reports, progress notes, and subject log to help ensure subject safety.
- Determines length of visits and coordinates related facility and equipment availability.
- Recognizes, tracks and reports adverse events and protocol deviations. Reports serious AEs to IRB and sponsor.
- Completes, audits, corrects CRF'/eCRFs, relays CRFs to sponsor.
- Ensures proper collection, processing and shipment of specimens.
- Prepares for and coordinates site visits mad by sponsors or federal agencies during course and at the close of the study.
- Contributes to developing educational materials and educates the community and other research professionals regarding studies and related research issues.
- Supervises, mentors and trains new or junior research staff.
- Coordinates with referring physicians to provide information regarding available research projects and to maintain a strong referral basis.
- Develops and maintains patient databases, investigational logs and records of drugs administered medical devices monitored and/or procedures followed.
- Assists the Principal Investigator in the development of study protocols.

Problem Solving

The incumbent decides how to best accomplish the daily requirements of various study objectives, prioritizes workload and establishes systems needed to achieve specific study goals. Efforts of multiple departments or disciplines must be coordinated to ensure effective follow through and compliance of all involved. The incumbent functions independently under minimal supervision following FDA, Good Clinical Practices, IRB, and/or other regulatory agency guidelines and seeing council from the Principal Investigator as necessary.

The incumbent is expected to closely monitor use of experimental equipment and drugs. Because some subjects referred to participate on a research study have no other option for recovery, the incumbent must be aware of the subject's condition, well informed in the use of study material (devices, equipment, etc.) and conscientious in his/her analysis of appropriate actions.

The incumbent is responsible to organize coverage when not present to ensure protocol requirements are followed.

Required Qualifications/Special Training

- Greeting all patients and visitors with kindness and respect
- Exceptional organizational skills, attention to detail
- Demonstrated human relations and effective communication skills - required
- Knowledge of Good Clinical Practices, FDA, HIPAA, and IRB regulations; an understanding of research procedures; and the ability to function independently is preferred.
- Excellent customer service and listening skills
- Critical thinking and decision making skills
- Ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served.
- Applicants must demonstrate the potential ability to perform the essential functions of the job as outlined in the position description.

Education Background

- Bachelor's degree in a related field, or equivalency required.
- Required IRB CITI Course and IATA DGR training within a specified timeframe.

Work Experience

- 2 years' experience as Clinical Research Coordinator preferred

Apply by submitting a cover letter and resume to: jsmecker@wwmedgroup.com

Typical Working Conditions: Typically works indoors, in clinic setting.

We are committed to employing a diverse workforce. *We welcome job applications from qualified individuals without regard to race, color, creed, religion, ancestry, national origin, age, sex, pregnancy, marital status, physical or mental disability, or any other protected characteristic. Minorities, women, disabled persons, and veterans are encouraged to apply*