



**Western Washington**  
Medical Group

## **Clinical Research Coordinator – Full Time**

**Date:** 2/1/2024

**Location:** Bothell/ Canyon Park

Before any drug or piece of medical equipment can be used by patients, it must be proven to be safe and effective. Clinical Research is where that happens.

Western Washington Medical Group Rheumatology in Bothell, WA is an independent provider-owned medical group with a dedicated clinical research center. We partner with a network of independent medical groups participating in clinical research across the country.

We focus on providing cutting edge, high quality, patient-centered care efficiently and effectively with a team-oriented approach. The clinical research network partnership allows additional opportunities for professional growth and advancement.

### **Position Description:**

The WWMG Research Coordinator is the heart and soul of any research project. Get hands-on leadership training while working with a collaborative team to provide exceptional patient care.

The Clinical Research Coordinator will help us continue the evolution of WWMG's top of the line research center. Your input on the process is as important as your work in the field. We welcome your combination of: healthcare knowledge, project management experience, and exemplary people skills to this fun, fast-paced clinical environment.

We're looking for a motivated individual who is interested in being part of the process of bringing new, life-saving drugs to market. Must be focused, energetic, highly organized, heart-driven, and interested in being a part of finding new ways to help people get healthier. A commitment to responsibility, accuracy, accountability, and personal ownership of the quality of your work is essential.

### **Duties & Responsibilities:**

Coordination and delivery of Clinical Research protocols in conjunction with the investigators and research staff. Duties may include:

- Screening, recruiting, scheduling and coordinating research visits
- Responsible for the determination and collection of clinical data points in conjunction with data management
- Query Resolution
- Oversight and resolution of monitoring visits and the items to be completed
- Other duties as assigned
- Knowledge of ICH-GCP, and the Code of Federal Regulations as it relates to Clinical Research

- Fluency with Microsoft Office programs
- Effective interpersonal and communication skills
- Excellent organizational skills
- The ability to follow detailed instructions and solve problems

### **Education / Experience:**

- High School education required
- Bachelor's Degree preferred
- Healthcare experience a plus
- Clinical Research Certification Required, 2+years experience preferred
- Must be able to provide proof of legal authorization to work in the United States.

### **Why join us?**

Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration.

Benefits include:

- Medical, Dental, and Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Two weeks of vacation time accrued per year
- 9 Paid Holidays per year
- Sick time accrued per Washington State law
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

We're interested in learning more about you and appreciate your taking the time to apply online.

**Schedule:** Full time Monday – Friday, no evenings or weekends.

**Salary range:** \$26 - \$32 per hour, depending on experience, skill set or education.

**To Apply:** Please send cover letter and resume to: [earmijo@wwmedgroup.com](mailto:earmijo@wwmedgroup.com)

*Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.*