

DRAFT – August 13, 2018

RESEARCH JOB FAMILY – RESEARCH STUDY COORDINATOR

JOB FAMILY CONCEPT: The Research job family is responsible for all aspects of research related activities by facilitating the dissemination of information through the discovery of new knowledge, techniques, and concepts. The Research job family designs, implements, conducts, interprets research, and performs statistical analysis of data using theoretical, applied, clinical, and translational methods. Research roles serve to perform all aspects of research including but not limited to clinical, operational and technical support, safety, compliance, data collection, lab management, literature review, grant writing and submission, protocol design, writing for publication and dissemination, mentoring students, and design and fabrication of equipment used in research experimentation.

RESEARCH STUDY COORDINATOR

The Research Coordinator role is responsible for coordinating and managing the operations of a research study.

The **Research Coordinator** role is distinguished from the **Researcher** role in that it may perform research tasks, however the purpose of the role is to coordinate a clinical, social or medical research study by performing tasks to coordinate and manage the operations of the study.

The **Research Coordinator** role is distinguished from the **Research Technician** role in that the Technician role is responsible for performing technical research related tasks in support of research projects under the direction of researchers, management, faculty or a research study coordinator.

RESEARCH STUDY COORDINATOR 1

Typical Functions

- Establish and maintain contact with study sponsors, community agencies, and health care providers; inform sponsors of current status of research.
- Write or review human subjects applications and consent forms in compliance with applicable regulations.
- Assist in the design of studies; review proposals to determine research methods best suited to study objectives; assist in modification of procedures for collecting and summarizing data; participate in the development of procedures for the design of measurement instruments and scoring systems.
- Implement research protocol and monitor participant adherence to protocol; take action to correct problems such as deviation from protocol requirements.
- Assist in developing relational databases for tracking study subjects; use statistical and database management programs to analyze data and prepare summary narrative reports, graphs, tables, charts and illustrations.
- Monitors specimen and data collection.
- Monitors data quality control to ensure adherence to study protocol; verify accuracy of research data.
- Assist in developing research proposals to obtain funding.
- Negotiate contracts; monitors budgets; purchases equipment.
- Performs study and site visits, behavioral interventions, interviews and tests; records documentation.
- Provides work direction, training and orientation to study to staff and may supervise others.
- Develop and initiate strategies for retention of participants.
- Assists data analysis and reports and publications.
- May perform lab work.
- May dispense medications.

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Complexity and Decision Making Authority

Knowledge, Skills, and Abilities

Education/Experience

Bachelor's degree required.

RESEARCH STUDY COORDINATOR 2

Typical Functions

- Collaborates with principal investigator, and assist in designing protocol of research studies.
- Establishes the methodology for carrying out the field aspects of specific research projects.
- Coordinates subject recruitment and participation in study and identify subject populations.
- Interprets and apply study protocol.
- Prepares and monitor project budgets and provides financial compliance oversight; assists in writing grant proposals.
- Oversees communications to granting agency.
- Edits, writes and presents reports of research.
- Manages regulatory and quality assessment and assurance.
- Oversees specimen and data collection.
- Provides oversight of data collection, storage and analysis; ensures data integrity of the study.
- Interprets results and determines whether they are consistent with experimental goals.
- Reviews status of research study to ensure adherence to research protocols and take action to correct problems such as deviation from protocol requirements.
- Trains and orients new staff; gives instructions for clinic and laboratory test procedures.
- Plans, delegates, and controls work assignments and special projects.

Complexity and Decision Making Authority

Knowledge, Skills, and Abilities

Education/Experience

Master's degree required.