

Req Number 48113BR
Job Title Clinical Research Coordinator
Job Code and Payroll Title 9335 Clinical Research Coordinator
Location ZSFG
Department Name Bixby SFGH / Obstetrics, Gynecology and Reproductive Sciences
Work Days Monday - Friday, variable
Shift Days
Shift Length 8 Hours
Job Summary JOB OVERVIEW

The Department of Obstetrics, Gynecology and Reproductive Sciences (OB/GYN & RS), ZSFG Division is seeking a Clinical Research Coordinator (CRC) for its contraceptive trials initiative and other contraceptive research located at San Francisco General Hospital (SFGH). The CRC will perform independently with general direction at the fully operational journey level of the series to execute, manage, and coordinate research protocols, as directed by the Clinical Research Supervisor and/or Principal Investigator (PI); may coordinate the data collection and operations of several concurrent clinical research studies under the guidelines of research protocols, UCSF and regulating agency policies.

The CRC's duties may include, but will not be limited to supporting the management and coordinating and executing the tasks of multiple clinical research studies; act as intermediary between services and departments while overseeing data and specimen management; manage and report on study milestones; create, clean, update, and manage databases and comprehensive datasets and reports; coordinate participant and clinician schedules, assist with training of Assistant CRCs, and assist Clinical Research Supervisor and/or PI with oversight of other research staff; manage Institutional Review Board (IRB) submissions including new, ongoing and modified submissions; help assure compliance with all relevant regulatory agencies; oversee study data integrity; implement and maintain periodic quality control procedures; maintain all regulatory documents; report study progress to investigators; participate in any internal and external audits or reviews of study protocols.

OBSTETRICS, GYNECOLOGY & REPRODUCTIVE SCIENCE

The Department of Obstetrics, Gynecology and Reproductive Sciences (Ob/Gyn & RS) is a major academic Department in the School of Medicine, engaged in clinical, research, and training activities at the Parnassus, Mt. Zion and San Francisco General Hospital (SFGH) campuses, as well as satellite locations throughout the Bay Area, with an annual operating budget of \$77.2 million and the new Betty Irene Moore Women's Hospital at Mission Bay. The OBGYN Department has 102 full-time faculty, 136 other academic appointees, 39 post-doctoral fellows, 20 clinical fellows, 36 residents, 136 voluntary clinical faculty, and 266 staff. The mission of the UCSF Department of OBGYN & Reproductive Sciences is to improve the

lives and health of all women through excellence, innovation and leadership in Patient Care, Scientific Discovery, Education, Advocacy. “Leading the way in women’s health.”

ABOUT UCSF

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.

Required Qualifications

- HS graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities
- Attention to detail; strong interpersonal skills; excellent, effective verbal and written communication skills to coordinate with subjects, team members, other departments and outside institutions; and the ability to multi-task in a fast-paced environment while working with a diverse subject population
- Ability to work well independently, complete projects in a timely manner, and prioritize multiple projects to ensure the completion of essential tasks by deadlines

Note: Fingerprinting and background check required.

Preferred Qualifications

- Certified Clinical Research Professional certification
- Fluency in the usage of IRBs
- Understanding of patient population to create rapport and a relationship, while also giving insight to what is realistic and appropriate for patient participation
- Experience with electronic data collection systems (EDCs)
- Knowledge and understanding of reproductive health and accompanying issues related to women’s health and comfortable with gynecologic and related medical procedures
- Knowledge of contraceptive options
- Knowledge of medical terminology
- Proficient with data management using Excel and other supporting programs
- Takes initiative in figuring out most efficient and appropriate use of study portals
- Knowledge of and experience with applying the following regulations and guidelines:
 - Good Clinical Practice Guidelines
 - Health Information and Accountability Act (HIPAA)
 - The Protection of Human Research Subjects
 - HRPP regulations for recruitment and consent of research subjects
 - Effective Cash Handling Procedures
 - Environmental Health and Safety Training
 - Safe shipping biologic specimen

License/Certification n/a

Position Type Full Time

Percentage 100%

Equal Employment Opportunity The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will

receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.