

Job Code: 1275-2018
Position #: (PSA)... ..(E)
Developed by:.....LT,CCM
Reviewed by: DLJ;LK
Approved by:.....LK
Date:..... 01/18; 08/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Hepatitis C Real Options (HERO)
DIVISION: Academic Affairs (Pharmacy)
REPORTS TO: Principal Investigator
GRADE: 9
SUPERVISES: Research Assistant

BASIC FUNCTION:

Under general supervision of the Principal Investigator (PI), and in accordance with established policies and procedures, act as Research Project Director, maintaining responsibility for the administration of daily operations, supervision of staff, coordination of participant site personnel, and identification and removal of barriers for a large, multi-city research study examining models of care for treating hepatitis C infection among persons who inject drugs. Actively plan, evaluate, coordinate and participate in research activities. Work with the Principal Investigator and Research Assistant (RA) to complete and submit Institutional Review Board (IRB) required documents, and maintain IRB documents for the study.

Oversee the administration of survey tools and interview guides, data analysis, report development, data collection, and oversee their timely completion. Assist PI in supervising RA. Coordinate sub-contracts with affiliated sites as necessary. Manage participant incentive budgets. Participate in HERO national research study Publication Committee. Travel to and work at a Providence methadone maintenance program, Miriam Hospital, and needle exchange program when needed. Must have own transportation to these sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in planning and implementing the clinical study's goals and objectives; coordinates patient follow-up research assessments and blood draws; conduct quality assurance activities; compile data.

Coordinate patient follow-up functions of the clinical study, including planning and developing related activities.

Develop and implement procedures, maintain records, track progress, and conduct quality assurance on data collected.

Prepare, submit, and assist Principal Investigator with multiple levels of research documentation (i.e. IRB submissions, educational materials, reports, and study forms).

Act as a liaison with medical staff, University Departments, ancillary departments, and/or satellite facilities.

Train and provide direct supervision to RA (i.e. performance evaluations, etc.).

Assist RA in implementing strategies to retain study participants, including meeting with enrollees. Serve as a back-up person to the RA to assist with research assessments, research interviews and Patient Navigation.

Participate in regular conference calls with central study site. Participate in in-person meetings and conference calls with local stakeholders.

Guide project direction and create project timelines and deliverables for PI; track and manage timelines.

Assist with budgets, processes reimbursements for expenses and assists with tracking project spending.

Coordinate weekly research team meetings and regular meetings with local stakeholders. Coordinate the preparation and submissions of progress reports to Patient-Centered Outcomes Research Institute (PCORI). Coordinate and contribute to manuscript, abstract and presentation preparation and submission. Perform literature searches.

Oversee the data collection process and assist the RA, as needed.

Coordinate research study with clinicians involved in care of study population.

Monitor and manage collected data; perform periodic quality checks to ensure the integrity of the data collected. Oversee data management in REDCap.

Write IRB applications/modifications for complex research protocols. Independently prepare and maintain IRB approvals and correspondence, including amendments and renewals as necessary. Serve as primary contact with the human subject research division.

Ensure informed consent forms from participants have been obtained.

Contribute and assist with preparation of PowerPoint presentations.

Assist with preparing grant proposals.

Assist with conference and travel coordination.

Perform office-related duties as needed such as maintaining policy manuals, ordering supplies and processing reimbursements.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing and spreadsheet software. Valid driver's license.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in Public Health or related field; Demonstrated knowledge of clinical research and human subjects protection; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and communicate the interpretation to others; Demonstrated knowledge of IRB guidelines and experience in working with an IRB; Demonstrated ability to create, annotate, and maintain detailed records; Demonstrated computer skills; Demonstrated knowledge of scientific research methods and research protocols; Demonstrated ability to work both independently and as part of a team; Demonstrated ability to prioritize tasks and meet deadlines; Demonstrated problem solving skills; Demonstrated attention to detail and organizational skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED:

Demonstrated direct experience working in the field of hepatitis C (i.e., the infection and the epidemic); Demonstrated experience working

with people who inject drugs; Demonstrated experience working with people living with HIV/AIDS; Demonstrated experience working with people in a methadone maintenance clinic or with substance use disorder; Demonstrated knowledge of prevention strategies in harm reduction for people who inject drugs; Demonstrated willingness to keep current on knowledge, training and development regarding field of hepatitis C; Demonstrated training experience; Demonstrated customer service skills; Demonstrated presentation skills; and Demonstrated experience working with PCORI research studies.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.