Research Coordinator

**Updated:**Today

**Job ID:**214529

**Status:**Full-Time

**Regular/Temporary:**Regular

**Location:**Fort Campbell, KY, United States

**Join the HJF Team!**

The Henry M. Jackson Foundation for the Advancement of Military Medicine is seeking a **Research Coordinator** to support the Subacute Low Back Pain Study in the Physical Therapy Department located at the Blanchfield Army Community Hospital (BACH) in Fort Campbell, Kentucky. HJF provides scientific, technical and programmatic support services to the Physical Therapy Department.

Responsibilities are to coordinate daily project activities, including supporting study design and implementation at BACH, implementing standard operating procedures, managing IRB approvals, ensuring data quality, coordinating communication, and accurate documentation demonstrating compliance with all governing regulations. The candidate must be flexible and adaptable, able to effectively multi-task, self-motivated and independent, and possess professional judgment and discretion.

The Research Coordinator will serve as the site coordinator and project manager at Blanchfield Army Community Hospital (BACH), under the direct supervision of the principal investigator and on-site PIs. As such the Researcher Coordinator will be responsible for the day-to-day operations at BACH for the duration of the project. This individual will ensure the recruitment, intervention, and testing at BACH are consistent with protocols and coordinate with the study teams University of Tennessee Health Science Center (UTHSC) and Blanchfield Army Community Hospital (BACH).

The Research Coordinator will participate in the weekly research meetings and be available for other ad hoc meetings as needed. The Research Coordinator will maintain subject files for the study. The Research Coordinator will be certified in either Basic and/or Advanced Cardiac Life Support and maintain a current CITI training certificate.

**Responsibilities:**

1. Subject recruitment and retention;
2. Determining subject screening using inclusion/exclusion criteria;
3. Scheduling of training session and clinic visits and follow up for missed visits;
4. Accurate and timely data entry;
5. Perform subject testing;
6. Monitoring subject data for completeness and accuracy;
7. Provide all aspects of the intervention and monitoring consistency between study sites;
8. Teaching the interventions;
9. Monitoring of participants for adherence;
10. Monitoring and identification of subjects with symptoms that should be referred to care providers;
11. Maintaining compliance with all IRB regulations;
12. Computer skills, word processing and data-based skills are a must;
13. Orientation of project personnel including testers and trainers;
14. Schedule and oversee telephone/text prompting of participants;
15. Training and monitoring participants randomized to the intervention;
16. Teaching participants the intervention, scheduling the training and testing, and training-the-trainers;
17. Teaching the intervention protocols and monitoring participants;
18. Collecting, organizing and analyzing data obtained from the subjects in the intervention;
19. Monitoring for adverse events and consulting with the on-site PI and PI in regards to participant safety issues;
20. Monitoring adherence for all groups;
21. Performs other duties as needed.

**Required Knowledge, Skills, and Abilities:**  Knowledge of procedures and techniques necessary for performing a variety of clinical research tasks; excellent interpersonal and computer skills; ability to communicate effectively and to work with individuals of all levels.

**Minimum Education/Training Requirements:**  Bachelor's degree, Master’s preferred, with significant related research experience.

**Minimum Experience:**  2 to 4 years experience working with research protocols. Experience with intervention trials, data management and working with study participants will be an added advantage. Looking for someone with physical therapy, exercise physiology, nursing or lab technician experience.

**Physical Capabilities:** Long periods of standing; some bending, lifting, and walking

**Required Licenses, Certification or Registration:** Certified in Basic and/or Advanced Cardiac Life Support. Must have human subjects training certificate from CITI online training.

**Work Environment:** Office and clinical patient care area

**Background:** Must be able to obtain a Favorable National Agency Check (NAC).

**Employment with HJF is contingent upon successful completion of a background check, which may include, but is not limited to, contacting your professional references, verification of previous employment, addresses, education, and credentials, a criminal background check, drug screening, and a department of motor vehicle (DMV) check.**

**HJF is an equal opportunity and affirmative action employer.  All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.**

*Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Chief Human Resources Officer.*

Interested military spouses may apply for this position https://careers.hjf.org/jobs/3517721-research-coordinator