

**SCHOOL OF NURSING UNIVERSITY OF ALABAMA AT
BIRMINGHAM**

Position Description T208919

Clinical Research Coordinator II (Recruiter) -Dr. Hsiao-Lan Wang

Summary: The UAB School of Nursing is a leader and trendsetter in nursing health care and research. This position will be working on a clinical trial to improve health among young cancer patients. The primary responsibility will be to detect patient eligibility to be enrolled in our research study. Upon hire, this individual will be thoroughly trained for the assigned tasks.

Duties and Responsibilities

- Requests and receives patient data from i2b2.
- Reviews patient chart for study eligibility assessment.
- Maintain the accuracy, integrity, and security of patient data sets in the REDCap.
- Works independently to obtain, abstract, and ICD code complex clinical information from medical records.
- Requires knowledge of medical, and oncological terminology.
- Patient chart review may include but is not limited to the history of illness, treatment records, clinical and radiographic evaluations, diagnostic test results, records of surgery, and pathology information. Needs the ability to determine the appropriate clinical information to report.
- Supports the whole operational team (principal investigator and other coordinators) with administrative, and data entry if needed from start-up to closeout.
- Ensures adherence to compliance with established SOPs, IRB, and HIPAA policies.
- Attends weekly team meetings and participates in training if necessary.
- Confirms integrity and quality of the patient data. Ensures timely data reporting, and answers data queries for audits.
- Performs other duties as assigned.
- Communicate with patient's Doctor on permission to contact patient and medical clearance.
- Communicate with potential participants about study information.
- Travels to UAB clinics to meet potential participants.
- Provide and complete informed consent.
- Support data collection procedure when it is needed:
 - (1) Travel to the participant's home with reliable transportation.
 - (2) Conduct physical assessments per study protocol.
 - (3) Accurate data collection and entry into REDCap.
 - (4) Set up, operation, and maintenance of research equipment.
 - (5) Instruct participants in the use and safety of gaming systems and iPad.
 - (6) Supervise other teammate's home visits.

Qualifications

Degree in a healthcare-related field or bachelor's degree in the relevant field.

Preferred Knowledge/Skills

- Work experience at UAB School of Medicine or UAB hospitals
- Experience in clinical research, and a strong background in medical terminology.
- Strong clinical data entry skills and familiarity with patient records.
- Experience in reading patient charts and extracting information.
- Strong communication, interpersonal, and organizational skills
- Detail-oriented and a team player.
- Requires strong Microsoft excel skills and proficiency in Microsoft Office.