

**Columbia University Medical Center
Division of Pediatric Oncology**

Job Description: Clinical Research Coordinator

Advertised Summary Job Description:

The Clinical Research Coordinator is primarily responsible for identifying and promoting the enrollment of all protocol eligible patients for assigned clinical studies in Pediatric Oncology. The coordinator will primarily be responsible for a multi-site fertility study in children and adolescents diagnosed with cancer and controls. The Coordinator is also responsible for assuring compliance with study protocols, data documentation, reporting requirements, and correspondence with the institutional review board (IRB). The coordinator will also have the responsibility of database development and management.

(Essential Functions) Job Responsibilities include but are not limited to:

- Collaborates with all study sites and aids institutions in IRB submissions, identification of eligible patients, recruitment, data collection, and submission of on-going documents and specimens
- Provides in-service education and on-going communication to CRA peers and collaborating institutions with study updates
- Responsible for the development and maintenance of online data collection system. (Redcap)
- Maintains regulatory integrity of protocols through preparation and submission of the protocol, consent form, amendments and annual progress reports to IRB for approval in accordance with regulatory and/or IRB guidelines and in compliance with study protocols
- Reviews medical records; transcribes relevant information from record onto the appropriate flow sheets or electronic data base
- Enters and tracks all patient data into appropriate data collection systems.
- Registers new patients onto studies in a timely manner
- Reports all protocol deviations/violations to the IRB, Cancer Center, and sponsor in a timely manner
- Monitors the Children's Oncology Group (COG) website for protocol updates and reports all protocol modifications, amendments, and renewals to COG, NCI, the IRB, and Cancer Center
- Ensures all research staff have passed GCP, HIPAA, and CITI training in accordance with university policies; provides tutorial for RASCAL data base to new research employees
- Attends two COG meetings each year
- Prepares all materials for both institutional and cooperative group audits
- Spins, separates and prepares specimens when needed; sends requested specimens
- Performs other related duties as required

Minimum Qualifications and Experience:

- Bachelors degree, Masters degree preferred
- Excellent organization, computer literacy and communication skills
- Experience with database development and management
- Spanish fluency a plus

To apply:

To apply, please send a resume and cover letter to Elena Ladas, Director of the Columbia University Integrative Therapies Program for Children with Cancer, at ejd14@columbia.edu.