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PMG Research of DuPage Medical Group
Downer's Grove, IL

Title: Clinical Research Coordinator Nurse

Position: Full Time

JOB DESCRIPTION

Summary/Objective:
The position is responsible for completing trial assignments in an autonomous, accurate, and timely manner. This position involves staff development and training responsibilities.

Essential Functions: Promoting the mission of PMG to function as an Integrated Site Network providing unparalleled service to our clinical trial partners. Actively striving to meet and exceed action items as discussed quarterly with direct supervisor. Adhering to the study protocol and maintaining proper documentation according to the protocol, regulatory requirements, and internal SOP's. Preparing and administering study medication at the direction of the Investigator. Training site personnel on clinical procedures and CPR/Heartsaver.

Specific Responsibilities:

- Performing technical and clinical requirements of study protocols, i.e., venipuncture, specimen processing, vital signs, electrocardiograms, IV infusions, IV pump operations, Holtor monitoring, pulmonary function testing, allergy testing, urine/serum pregnancy testing, strep throat screening, injections (IM or SQ) or any procedure necessary for the protocol as ordered by the investigator.
- Attending investigator meetings, site initiation visits, and coordinator meetings to obtain training on drug preparation and administration and general knowledge about a protocol with a focus on clinical procedures.
- Obtaining knowledge about the study drugs with an emphasis on injection or intravenous infusion medications.
- Monitoring for possible complications with the administration of study drugs with an emphasis on injections or intravenous infusions.
- Maintaining accurate dispensing logs, separate from those of the coordinator, to include such information as lot number, drug vs. placebo, and information about the third party mixer or un-blinded mixer/preparer of medication.
- Documenting laboratory data and adverse reactions, and immediately notifying investigators, sponsors and the Institutional Review Board, if indicated, of any unexpected or serious events.
- Assisting other staff members as determined by the needs and priorities of the research organization and as time and abilities permit.
- Actively recruiting and effectively selling our service to suitable patient participants for clinical trials with set time allotted each week for recruitment efforts.
- Completes training on Clinical Trial Management System and maintains proper skills to update database, complete participant reimbursement, capture referral source of participants, and create calls lists to promote recruitment.
- Communicating the status of patients referred overall recruitment status, and clinical needs of the study to the investigators and Site Manager.
- Maintaining communication and building relationships with monitors from sponsoring companies through telephone contacts, written communication, on-site visits, and e-mails.

- Proactively promoting the site with monitors and in-house contacts for future trials. Responding to queries in a timely manner, prompt data entry and working with the monitor during on-site visits are examples of pro-active behaviors.
- Preparing study documentation in the event of a sponsor or FDA audit and assisting the auditor for the duration of the audit.
- Ordering clinical supplies, as well as ordering, storing and monitoring of protocol specific rescue drugs and maintaining scheduled assessment of the code/crash cart and AED including maintaining proper documentation for both.
- Monitoring and maintaining refrigerators, freezer units and investigational product storage temperatures for safety and stability.
- Obtaining and maintaining knowledge in regards to temperature monitoring devices and procedures for lab specimens and investigational products and providing detailed information to all staff and sponsors in regards to how temperatures are monitored and maintained.
- Maintaining certification for packaging and shipping specimens on dry ice, as well as maintaining and updating knowledge of lab procedures to assist with work flow.
- Acting as the OSHA Representative for the site which would include but not be limited to; maintaining employee immunization records, obtaining vaccines when necessary for site or PMG and administering vaccines to staff.
- Performing equipment calibration when needed, if not performed by the lab coordinator or outside service and maintaining equipment calibration records.
- Supporting training and additional development of clinical skills for site staff as needed.

Position Type/Expected Hours of Work: This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

Travel: This position may involve limited travel, including airplane travel, to attend investigator meetings.

Required Education and Experience: LPN, RN, or 4 year degree or equivalent preferably within Biology, Pharmacology, Clinical Research or a health-related field of study. Clinical Research Nurse Coordinators should be certified or working towards certification in cardiopulmonary resuscitation. This position may involve limited travel, including airplane travel, to attend investigator meetings.

Please email your resume to: careers@pmg-research.com, ATTN: Katie Dunn.