Job Title: Clinical Research Coordinator

INVESTIGATE MD
Medical Research & Education

InvestigateMD is seeking an experienced and detail-oriented Clinical Research Coordinator to join our dynamic team.

In this role, you will oversee the coordination of clinical trials for both medical and cosmetic dermatologic conditions and services. Working closely with our Principal Investigator and research team, you will ensure that all clinical trials are conducted in full compliance with study protocols, prioritizing patient safety, quality, Good Clinical Practice (GCP) standards, and regulatory requirements.

As part of our clinical research team, you will play a pivotal role in managing trials for groundbreaking therapies, contributing to the maintenance of high-quality data in a collaborative and supportive environment.

Responsibilities:

- Oversee clinical trial activities from start-up to close-out, ensuring trials are conducted in compliance with ICH guidelines and study protocols.
- Perform clinical procedures including phlebotomy, EKGs, photography, and taking vital signs.
- Work with study monitors to schedule and coordinate Site Qualification Visits, Site Initiation Visits, Interim Monitoring Visits, and Close-Out Visits.
- Ensure meticulous and accurate documentation throughout the clinical trial process.
- Respond promptly to CRO/Sponsor queries and action items.
- Assist with the feasibility process and engage pharmaceutical and device companies to participate in new studies.
- Communicate with Institutional Review Boards (IRBs) to ensure proper oversight and compliance during the trial.
- Keep research binders up-to-date and audit-ready at all times.
- Ensure temperature-controlled areas are maintained, and proper documentation for calibration logs is maintained.
- Collaborate with other InvestigateMD CRCs and research assistants to ensure timely data entry, query resolution, and task completion.
- Oversee patient recruitment efforts, ensuring enrollment goals are met and that recruitment portals are regularly updated.
- Ensure that all research staff training is current and collaborate with the team to maintain compliance with training protocols.

- Coordinate batch shipments, ensuring shipments are scheduled according to clinic and staff availability.
- Maintain up-to-date research calendars to ensure all clinical trials align with Investigator schedules.

Qualifications:

- Bachelor's Degree (Preferred)
- Minimum of 3 years of clinical research experience (Preferred)
- Strong organizational and communication skills.
- Knowledge of clinical research methodologies and regulatory requirements.
- Experience with recruitment and patient engagement in clinical trials.
- Ability to manage multiple projects in a fast-paced environment.
- Expertise in managing data, maintaining study protocols, and working with Institutional Review Boards.

Why Join Investigate MD?

Joining InvestigateMD means contributing to meaningful research and patient care while building professional relationships in an engaging and dynamic environment. We offer a collaborative atmosphere where you will have the opportunity to grow professionally and make a significant impact on patient outcomes.

Benefits:

- 401(k) matching
- Medical, Vision and Dental insurance
- Paid time off
- Employee discount
- Opportunities for career advancement