

Organization: Idaho Veterans Research and Education Foundation
Position Title: Clinical Research Assistant/Coordinator

POSITION DESCRIPTION

Summary:

The Clinical Research Coordinator will work as a key team member on the Functional improvement in OSA and COPD with a Telehealth LifeStyle and Exercise Intervention (FOCuSEd) Study sponsored by the Patient-Centered Outcomes Research Institute (PCORI). This position is a pulmonary study based at the Boise VA Medical Center and will require an individual who understands the principles of scientific investigation and clinical trials and is capable of in-depth understanding of the study protocol. The candidate must possess strong scientific, organizational, and interpersonal skills. The position is full-time, Monday through Friday. Annual salary range of \$60,000 - \$75,000 will be based according to the applicant's research experience and includes benefits and a matching retirement option.

Responsibilities may include:

- Leading recruitment, screening, enrollment, consent, and follow-up of clinical trial participants according to study protocol, including:
 - reviewing medical charts
 - conducting study visits
 - completing questionnaires and surveys with study subjects
 - conducting tests such as pulmonary function testing and six-minute walk
 - capturing direct measurements including biometric measurement from study subjects
 - timely and accurate data entry
 - communication with study participants and medical professionals.
 - tracking study activities
 - conducting and transcribing qualitative interviews
 - monitoring site activities, including data quality and adverse events, providing feedback as necessary.
 - maintain paper- and electronic data capture forms and study files.
 - maintain compliance with applicable IRB, human subjects, all training and data security guidelines and regulations.

- Assist in the preparation and distribution of applications, reports, meeting agendas and notes.

Required Knowledge and Experience:

- BA/BS in scientific or health related field
- 2+ year experience in **human subjects** research
- Outstanding organizational and communication skills
- Keen attention to detail
- Ability to work in a collaborative team environment.
- Research compliance regulations
- Microsoft applications including Outlook, Word, Excel, and Access

Prefer Knowledge and Experience with:

- Electronic medical record systems
- Electronic data capture systems, e.g. REDCap, Qualtrics
- Clinical health care

Learn more about:

- PCORI: [Functional improvement in Obstructive Sleep Apnea and Chronic Obstructive Pulmonary Disease with a Telehealth LifeStyle and Exercise Intervention \(FOCuSEd\) | PCORI](#)
- Federal Student Loan Forgiveness program: <https://studentaid.gov/articles/student-loan-forgiveness/>

To Apply:

- Submit resume and cover letter to Margaret.aldape@va.gov.
- Applicants who submit a cover letter highlighting experience and interest will receive preference
- If you have any questions about this application, please email Margaret.aldape@va.gov.

Diversity enriches research and promotes the best healthcare. We are committed to building and sustaining an equitable and inclusive environment. We encourage individuals whose backgrounds or interests align with this commitment, as well as individuals from all backgrounds that are underrepresented in research, to apply.