
Auburn University Job Description

Job Title: **Coord, CVM Clinical Trials**

Job Family: No Family

Job Code: **IC29**

Grade VT09 \$45,500 - \$77,400

FLSA status: Exempt

Job Summary

Under general supervision, supports the clinical faculty primary investigators of the Auburn University College of Veterinary Medicine Department of Clinical Sciences in pursuance of clinical research by coordinating clinical appointments, maintaining records, and maintaining research compliance.

Essential Functions

1. Coordinates clinical research studies involving animals. Responsible for coordinating clinical appointments of enrolled client-owned animals for treatment administration and assisting with clinical research studies involving animals. This includes, but is not limited to, patient intake, diagnostic testing, arranging housing, sample acquisition, sample processing and storage, and consultation with services within the Veterinary Teaching Hospitals. Completion of clinical appointments may also involve development of discharging information and communication with owners of enrolled patients.
2. Performs data entry and assists with analysis. Responsible for creating and maintaining spreadsheets for any clinical research study and obtaining and evaluating preliminary patient data for enrollment into a trial. Records and maintains all study data as dictated by the study/research. Assists with statistical analysis of data and provides summary reports and timeline data to investigators and sponsors.
3. Recruits client-owned animals for study enrollment. Serves as the initial contact with referring veterinarians and owners to determine patient eligibility for ongoing research trials. Communicates the purpose of the research, allowable costs, risks, outcome measure, and expectations during recruitment and follow-up of enrolled patients will be essential roles of the coordinator, with participation and oversight by the investigating faculty.
4. Ensures individual investigators and investigations meet research compliance and budget requirements. Assists investigators with development of client research review committee, IACUC, IRB, and client consent documents. Prepares annual reports to IACUC and other regulatory agencies and works with occupational health and safety to confirm training requirements for all investigators and support personnel. Tracks and submits invoices and reviews accounting reports for accuracy.
5. Develops and maintains promotional information (including but not limited to AU CVM clinical trial website, e-blasts, faxes, social media, mailings) for clinical trial recruitment.
6. Assists with development of new clinical research and clinical trial proposals. Assists with literature search, development of protocols, and formulates budgets for sponsored research contracts.
7. Performs other related duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	Associate's degree in Biological Sciences, Veterinary Sciences, Animal Science, or related field with a Veterinary Technician License. Bachelor's degree preferred.
Experience (yrs.)	6	Experience as a veterinary technician or in a setting that performs animal research. Experience as a veterinary technician with supervisory responsibilities preferred.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of veterinary hospital and research laboratory practices. Familiarity with medical terminology and working with patients. Must demonstrate dedication to a collegial environment by excellent interpersonal skills, self-motivation, and a team-oriented approach to all responsibilities.

Certification or Licensure Requirements

Veterinary Technician License required for candidates with an Associate's degree. For candidates with a relevant Bachelor's degree, the certification is not required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/3/2020
