**Center for Depression Research and Clinical Care (CDRC)**

**Department of Psychiatry**

**UT Southwestern Medical Center**

Research Study Coordinator/Clinical Research Coordinator

The CDRC is looking for a highly motivated and organized individual to join our team. The research study coordinator /clinical research coordinator will support the clinical research team in clinical research conduct working on a variety of industry and federally funded research projects.

**Key Responsibilities**

* Coordinating and performing responsibilities related to research participants including pre-screening, scheduling, overseeing patient visits, and obtaining informed consent
* Preparing, submitting, and maintaining IRB regulatory documents for study start-up, modifications and continuing reviews
* Ensuring quality data and compliance to the protocol
* Entering data into EDC systems
* Conducting ECG’s
* Performing blood draws
* Packaging and shipping labs
* Obtaining medical history, and conducting psychological assessments
* Documenting, reporting, and tracking AE’s and SAE’s
* Preparing for site visits or audits from sponsors and/or other agencies
* Ordering supplies
* Maintaining various logs including temperature, screening and enrollment, etc.
* Working in a high paced, clinical environment with a variety of age groups
* Other duties as assigned

**Minimum Qualifications**

* Bachelor’s degree in psychology or a health-related field
* 1-2 years of experience in research and/or in the Healthcare industry preferred
* Flexible attitude with respect to work assignments
* Ability to manage multiple and varied tasks in a fast-moving environment
* Ability to interact professionally at all levels within the organization and with clients
* Ability in the administration, and interpretation of protocols as directed by sponsor
* Highly developed verbal and written communication skills

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Research Assistant

The CDRC is looking for someone who is highly motivated and organized to join our team. The Research Assistant will support clinical operations and work as a team with the Clinical Research Coordinator (CRC) to support clinical study conduct. This is considered an entry-level position.

**Key Responsibilities**

* Ensure study logs are updated and submitted as required per protocol
* Assist with scheduling subject visits and providing follow up for missed study subject visits
* Prepare subject source books ahead of subject study visits,
* Review source documents for completion and correctness following each subject visits
* Submit medical records requests and follow up per company policy
* Review medical records and subject information upon receipt
* Prepare and assist in facilitation for routine monitoring visits
* Correspond with subjects as needed
* File source documents in a timely manner
* Facilitate and run subject visits
* Administer protocol assessments as delegated
* Perform other duties as assigned

**Minimum Qualifications**

* Bachelor’s degree in a health-related field preferred
* Flexible attitude with respect to work assignments
* Ability to manage multiple and varied tasks in a fast-moving environment
* Ability to interact professionally at all levels within the organization and with clients
* Highly developed verbal and written communication skills
* Ability and willingness to work in a medical Setting