

## **ASSISTANT CLINICAL TRIAL COORDINATOR**

Department of Molecular Ophthalmology

Reporting to Karl Csaky, MD, PhD, Chief Executive & Medical Officer

Immediate Opening

Benefits include Medical, Dental, PTO, Long Term Disability and 401K.

Business hours are Monday through Friday, 8:30 am – 4:30 pm.

### **POSITION RESPONSIBILITIES:**

- Assisting the Clinical Research Coordinators with study participant testing for retinal disorders in a clinic setting that includes:
  - Conducting Imaging (ZEISS, Heidelberg OCT's, and Fundus Photography)
  - Visual Acuity Examinations
  - Vital Signs
  - Visual Fields
- Collection, documentation, and filing of clinical research data.
- Responsible for executing clinical trial protocol and regulatory requirements as directed by the PI.
- Scheduling and tracking patient appointments in an established database.
- Administering and explaining consent forms and questionnaires to patients with low vision.
- Collecting and analyzing patient data over longitudinal periods, and assisting with research publications.
- Uploading patient testing information into an electronic database, and maintaining study documents.
- Timely skills certifications obtained upon employment. Continued certifications of skills required for Clinical Trial Coordinator participation.
- Works collaboratively with the investigators, study team, Sponsors, and study monitors.
- Works well under deadlines, and issues requiring notification and escalation.
- Enjoys working with an older population of patients.

### **QUALIFICATIONS**

- Bachelor's Degree from an accredited institution preferred. Field of science a plus.
- COA, or equivalent knowledge, a plus. Replace with 1 year experience as Ophthalmology tech.
- Preferred experience in an Ophthalmology clinic; Retina Specialty a plus.
- Phlebotomy experience a plus.
- An expressed interest in Clinical Research with a willingness to learn.
- High attention to detail and problem solving skills required.
- Data quality and work ethic of the highest standard.
- Strong interpersonal, writing, and communication skills required.
- Work independently with minimal supervision, and enjoys working as part of a team.
- Ability to effectively operate the following software programs: Windows, Microsoft Word, and Excel.

### **HOW TO APPLY**

Email your resume, a cover letter expressing why you are interested in the position, and three business references to [cbaillie@retinafoundation.org](mailto:cbaillie@retinafoundation.org).