barcelonaβeta
Brain Research Center

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Clinical Research Coordinator – Barcelonaβeta Brain research center, Pasqual Maragall Foundation, Barcelona, SPAIN

About the employer

The Barcelonaβeta Brain Research Center (Barcelonaβeta) is a research infrastructure, constituted by the Pasqual Maragall Foundation and with the participation of the Pompeu Fabra University, dedicated to research on Alzheimer's disease. The building contains excellent technical facilities including a research-dedicated 3T MR scanner, dedicated to clinical research on neurodegenerative diseases.

The BBRC has developed the ALFA project consisting in a large longitudinal cohort of sons and daughters of Alzheimer's disease (AD) patients, to explore the preclinical stage of this condition with the aim of identifying novel risk factors and biomarkers. This project will enhance our knowledge of the processes involved before the onset of AD symptoms in order to develop interventions aimed to prevent or delay the disease. Currently, BBRC is starting to recruit participants in the first clinical trials performed in AD preclinical phase.

Job Summary

The Clinical Research Coordinator (CRC) manages and coordinates the initiation and progress of clinical protocols from the planning stage through study completion by acting as liaison to the investigators, physicians, participants, IRBs and Sponsors/CROs. The CRC is responsible for implementing the assigned tasks during the planning stages through activation and subsequent day-to-day operations. These include IRB submissions, maintaining trial regulatory binders, audits, data collection, data cleaning, participant's recruitment, sampling procedures and oversight (blood, saliva, CSF and urine), research lab oversight, research lab sample processing, patient consenting, protocol compliance, patient follow-up and preparation of documents. The CRC regularly attends meetings of the clinical research team to discuss the current research status, update study staff on enrollment and research related issues and help in the planning of future studies.

The CRC also acts as a mentor to the rest of the clinical research team (nurses, raters, etc.) and assists the clinical site personnel on efficient high standards operations for conducting quality clinical research.

The candidate will have experience conducting clinical research in an academic research environment and will also have knowledge of procedures involved in clinical trial for the industry.

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Leading the clinical research unit projects:

- Conduct clinical researches according to GCP, ICH and local regulatory procedures.
- Ensure that IRB approval is obtained prior to study initiation and IRB requirements are met throughout the study.
- Implement work processes/guidelines/SOPs for optimal clinical research
- Demonstrate understanding and knowledge of designated study protocols and methods of implementation of all researches developed by the research unit.
- Coordinates the collection and completion of all required regulatory documents in a timely, accurate, and complete manner prior to study start-up and upon expiration; store in document management system.
- Implement participant's recruitment strategies in conjunction with the Clinical Research Project Manager.
- Assure that participant's visits are schedule within protocol windows.
- Design procedures to obtain informed consent in accordance with GCP and protocols.
- Control the maintenance of Clinical Research Essential Document File/Binder.
- Communicate with Sponsor/Investigators/research unit team regarding study activities.

Assure the clinical research unit high standards quality:

- Report all adverse events to the Investigator and serious adverse events to Sponsor/CRO, IRB in accordance with AE/SAE procedures defined by the protocol.
- Maintain adequate and accurate source documents.
- Ensure that data is entered in timely and accurately manner into the databases.
- Work closely to the institution Data Manager to ensure that appropriate quality control systems are in place to monitor the progress of data acquisition and to define new approaches to data management while ensuring quality and completeness of database and participants' files.
- Responsible to develop and conduct quality control of procedures and tasks to ensure rigorous adherence to internal and external quality standards
- Design and monitor research team unit indicators.

Qualifications and professional experience

- Bachelor's degree in science related field or Pharmacist degree.
- English required (Proficiency Level-written and spoken).
- Spanish and Catalan, native level.
- A minimum of 3 years' experience in clinical research is required (study coordination, research nurse, industry/CRO CPM)
- Prior experience with clinical trials in neurological disease is preferred
- Prior experience in managing European clinical research project is preferred.
- In-depth knowledge of clinical trials policies and procedures
- Proficient knowledge of human subject research ethics and GCPs
- Knowledge of medical and research terminology
- Microsoft (MS) Word, Excel and PowerPoint.

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Personal skills:

- Demonstrated leadership and management skills
- Excellent verbal and written communication skills: Ability to communicate successfully, both verbally and in writing, to a diverse population.
- Strong organizational skills, timeliness, and attention to detail are a must.
- Must be capable of taking initiative to complete all job responsibilities independently and effectively with minimal supervision.
- Ability to prioritize and manage multiple responsibilities simultaneously.
- Ability to identify problems and develop solutions for situations that are either analytical or technical in nature.
- Detail-Oriented
- Should demonstrate integrity values.
- Evaluate the opportunity to work in a young project with a highly motivated team.
- Evaluate joining a non-profit organization with a mission of high social impact.

Benefits

- Full-time position.
- Salary will be in accordance with qualifications and experience.

Reporting

The position reports to the Clinical Research Project Manager (Clinical PM) and the Scientific Manager (SM).

Application process:

To apply, please submit the following: 1) Cover letter; 2) CV; All files or inquiries should be submitted electronically to: rh@barcelonabeta.org

Subject: Clinical Research Coordinator

We inform you that your personal data will be part of a file which Pasqual Maragall Foundation is responsible for, in order to manage the job offer you have requested. Once the process is complete, the data processed will be erased.

You have the right to exercise the rights of access, rectification, cancellation and opposition recognized in Law 15/1999, to be addressed to the Pasqual Maragall Foundation: Wellington Street 30, 08005 Barcelona