Lowcountry Center for Veterans Research

109 Bee Street (151)
Charleston, SC 29401
(843) 371-0037
www.lcvresearch.org

Position #: LCVR032021-04
Title: Patient Recruitment Coordinator
Classification: Regular Full-Time (40 hours/week)
Salary: $21-23/hour
Location: Charleston, SC

Summary:
The Patient Recruitment Coordinator is strategically focused on delivering effective, customized patient recruitment, and retention solutions. Additionally, the ideal candidate will have knowledge of clinical research operations and an interest in exploring, identifying, and implementing innovative new approaches which support our research studies and patient volunteers. The Patient Recruitment Coordinator plays a critical role in enabling clinical trials by building a database of wiling and qualified study volunteers. Additionally, the Coordination will partner with internal and external stakeholders building relationships which raise awareness of and promote access to clinical trials.

Duties & Responsibilities:
- Analyze medical records through thorough chart review to determine study eligibility based on protocol inclusion/exclusion criteria
- Coordinate patient intake via referrals, phone calls, special events, and advertising.
- Conduct phone screening and collect detailed medical history
- Work with physician(s) to coordinate diagnosis call and present study opportunities.
- Schedule study screens and communicate detailed trial information to patients and study partners
- Coordinate and attend training seminars and investigator meetings as necessary
- Foster strong working relationships with community partners and referring physicians
- Identify new opportunities for collaboration in the community and work with marketing team to develop relationships with the appropriate stakeholders
- Work with study sponsor and affiliates to report and analyze recruitment efforts, methodologies, and manage changes to project scope and timeline
- Maintain patient database, files, charts, printed marketing materials, online clinical trials database, and department website. Submit monthly, quarterly, and/or annual reports as required
- Serve as resource to patients, caregivers, family members, and community partners
- Disseminate patient resource materials
- Administer preliminary testing to patients

Supervision:
- Reports directly to Clinical Operations Manager.

Qualifications and Hiring Criteria:

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- Authorization to work in the US to apply for this job and are subject to a background/suitability investigation
- *Experience/Knowledge:* Knowledge of clinical trial operations/protocols or experience in a healthcare setting. Familiarity with medical terminology preferred.
- *Education:* BA/BS degree in a related field or equivalent experience required.

Company Information:
Lowcountry Center for Veterans Research (LCVR) supports the research-related activities of the VA (principally the Ralph H Johnson VA Medical Center) while enhancing its revenue and sustainability.

Email completed application with the position number to:

Lowcountry Center for Veterans Research
Nicole Alvarez, HR Administrator
alvarez@lcvresearch.org