Lowcountry Center for Veterans Research

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

Position #: LCVR032021-03
Title: Clinical Research Social Worker
Classification: Regular Full-Time (40 hours/week)
Salary: $26-28/hour
Location: Charleston, SC

Summary:

Development, planning, implementation, staffing, and marketing of community outreach programs designed to screen, educate, and recruit eligible candidates into research studies with the guidance of Coordinator/Manager. Active promotion, education, and enrollment of participants to clinical trials. Maintains accurate patient records and organized filing system. Provides data management for all research patients (prevention, treatment, etc.) in follow-up. Monitors data for trends, protocol violations, or other patterns that may require investigation or action on the part of the Research Coordinator. Prepares for research base audits and assists with regulatory requirements. Submits data forms, etc. to other hospital departments and research groups within the required time frame. Performs duties of a liaison in the absence of the Research Coordinator.

Duties & Responsibilities:

- Conducts assessments per study protocol, meeting protocol guidelines and all applicable IRB and FDA regulations. Reviews research protocols prior to study initiation. Collaborates with all members of research team in developing and implementing strategies for the effective management of research studies. Coordinate with research physicians, raters and other study staff for timely completion of all study activities and ensures all resources available for completion of study visits.
- Establish and maintain the confidence and cooperation of potential and active research patients/caregivers.
- Assesses the needs of patients and their families. Develops, coordinates and implements research care plans with patients, caregivers and healthcare providers. Consults with members of health care team.
- Performs clinical assessments (i.e. neuropsychological testing) and rating scales for human subjects as required by study protocol.
- Plans, implements, and evaluates services in a specialized area.
- Transcribes data into case report forms completely and accurately. Maintains patient research records through the development of source documentation (case report forms). Records all patient visit activities of study to facilitate the tracking of sponsor payments.
- Performs other job duties and responsibilities as required.

Knowledge/Skills:

Program development, implementation, assessment, and evaluation skills. Possess strong verbal and written communication skills, ability to organize, and function as a cooperative

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team member. Knowledge of medication toxicities, symptom management, relevant patient/family education, and safety issues. Proficient with data collection and documentation, cooperative group clinical trial methodology, audit procedures, as well as history. Knowledge in Microsoft Outlook, Word, Excel, and PowerPoint is required.

Qualifications and Hiring Criteria:

- Authorization to work in the US to apply for this job and are subject to a background/suitability investigation
- *Education:* minimum Masters in Social Work required
- *Experience:* Experience with geriatric patient population is required. Experience/ knowledge in disease prevention, education, risk assessment, screening programs, and physical examination. Experience and knowledge in research studies preferred, may include unpaid internship experience.
- *Licensure/Certification:* Currently licensed in the state of South Carolina. Possession of current valid South Carolina driver's license, and acceptable driving record, and access to an operational vehicle.

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