
Training Coordinator

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking **research beyond results** to create a marketplace of safer drugs.

Original Date: 12 Dec 2011

Revision Date:

Position Reports To: Training Manager

Position Supervises: None

Job Summary:

The Training Coordinator is responsible for the logistics and carrying-out of the training process. Ultimately, this person will help support the quality management system by facilitating the execution of training throughout Spaulding Clinical and the management of employee training records.

Essential Duties and Responsibilities:

- Register all employees at Spaulding Clinical into the Quality Management System and assign/modify established training requirements (as determined by Review Board) by role
- Ensure records are created, authorized, filed, and archived. Records Management and maintenance of all Spaulding Clinical auditable/training records, including but not limited to:
 - Training records
 - Licenses and Certifications
 - Training logs
 - Employee Surveys
- Ensure good documentation practices on all records being maintained
- Create or revise training courses within the Quality Management System when any new or revised document is released
- Communicate with and provide requested documentation during company audits
- On a scheduled and as needed basis, collaborate with the Review Board to:
 - Determine training requirements for a new role
 - Review change requests to any training document and determine:
 - Potential training needs based on a change
 - Assignment of new documents to a process group
 - Which roles will be assigned the new/modified training

- Type and Mode of training that the change would require
- Training change classification (major/minor)
- Effectiveness of the training requirement
- Review the revision status of all documents and the need to initiate a new release of any documents
- Generate reports and metrics from the quality management system, as needed
- Participate in the assessment of employee training completion status and training program/process on an ongoing basis, as well as the development of training goals and outcomes

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications:

- Strong analytical, written/verbal communication, interpersonal, and relationship building skills
 - Systems knowledge and familiarity
 - Ability to adapt to change quickly and multi-task
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
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Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- High School Diploma or Equivalent

- Background and experience in a clinical field, preferred
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Date

Employee Signature