

## COVID-19 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.

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Original Date: 14 Jul 2020

Revision Date: 16 Sept 2020

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### Job Summary:

The COVID-19 Coordinator is responsible for the organizing/planning, tracing, and clerical aspects of managing the COVID-19 program at Spaulding Clinical. This includes scheduling/coordinating with the vendor subject and/or employee testing, communicating to appropriate internal/external stakeholders by confirming appointments or notification of results, regulatory agency reporting, as well as keeping detailed records of all test results.

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### Essential Duties and Responsibilities:

- Schedule subject and/or employee testing w/vendor (outside Laboratory).
- Report results to both internal and external stakeholders, adhering to regulatory requirements.
- Ensure supply, laboratory, and courier vendor relationships are supported
- Research appropriate external laboratory and health department agencies requiring notification based upon addresses
- Create and scan documents, to appropriately document all testing and follow-up
- Accurate recording and compilation of weekly testing/result metrics

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.

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### Skills/Qualifications:

- Ability to read, write, and interpret the English language.
- A strong ability to meet deadlines.

- A strong ability to multitask and prioritize.
  - Strong written and verbal communication skills.
  - Confidentiality is a must
  - Ability to self-manage, work independently with strong follow-up skills
  - Compassionate, and conscientious
  - Strong collaborator
  - Microsoft skills required (Excel, Outlook, Word)
  - Familiarity with office equipment (Copier, scanner, and fax) required
  - Basecamp experience a plus
  - Strong work ethic
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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 required. Healthcare or clerical background preferred.
  - 1 to 2 years' clerical experience
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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.***

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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

## Job Description

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change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

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Employee Name (Printed)

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Date

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Employee Signature