
Clinical 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: 18 Sep 2012

Revision Date: 08 OCT 2018

Job Summary:

Responsible for training and ensuring clinical staff are performing procedures according to SOPs and other training materials/requirements. Conducts evaluation and measurement of staff member understanding and compliance with all clinical procedures.

Essential Duties and Responsibilities:

- Reports to the Training Supervisor.
- Supports Clinical Operations Manager, Clinical Staff Manager and Clinical Research Coordinators and other assigned managers in ensuring Spaulding Clinical SOPs and study specific protocols are followed appropriately by clinical staff.
- Oversees process ownership by staff members to guide annual review of SOPs, WI's and internal auditing of procedures throughout the year.
- Coordinates the training of newly hired clinical research employees to ensure training is completed in a timely manner in conjunction with the Clinical Staff Manager and Staffing Coordinators.
- Tracks the progress of the training program and evaluate cost, efficiency and effectiveness of the program, under the direction of the Clinical Staff Manager.
- After assigned training is completed by a staff member, supports ongoing training in conjunction with the Clinical Staff Manager, by facilitating performance improvement plans and assignment of retraining.
- Provides ongoing review, analysis, and suggested improvements for clinical training program.
- Maintains awareness t of SOPs, Good Clinical Practice (GCP), Good Documentation Practice (GDP), ICH guidelines, state and national laws and ethical standards.
- Readily accepts responsibility and is accountable for assigned and delegated responsibilities.
- Maintains knowledge of company goals in order to assist department in reaching those goals.
- Responsible to develop and present training in a professional manner.

- Responds with appropriate level of urgency to issues raised by staff, prioritize importance, and resolve issue or delegate as appropriate.
- Mentors and trains clinical staff in order to promote growth of each individual, whether in a training capacity or in order to master a set of skills.

Responsible for tasks/duties as per FM-501 Hazardous Communication Program and Procedure and FM-502 Exposure Control Plan and Procedure in the following roles:

- Exposure Control Plan (ECP) Training Coordinator
- Hazard Communication Training Administrator

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

- Ability to read, write, and interpret the English language.
- Excellent time management skills
- Proficient at prioritizing and completing work
- Demonstrates strong analytical, problem solving skills
- Excellent written and verbal communication and training skills.
- Detail oriented, good organizational traits.
- Self-motivated with good work ethics
- Able to work collaboratively with multi discipline teams
- Must be results oriented, quick learner, respond to the urgent needs of the team and show a strong track record of meeting deadlines.
- Excellent computer skills and has an inclination to adopt technology to maximize efficiency

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.
- Specific vision abilities required by this job include clarity of vision both near and far.
- Ability to identify and distinguish colors.

Hazards:

- Potential for exposure to toxic or caustic chemicals

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- Potential for exposure to blood borne pathogens
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Education and Experience:

- Associate's or Bachelor's degree in related field preferred, but not required
 - Medical, Nursing or Allied Health background required.
 - Experience in education and/or training of medical, nursing staff required.
 - Has demonstrated effective professionalism, leadership, and problem-solving skills as clinical floor staff for approximately 1 year at Spaulding Clinical, **OR** possesses exceptional outside training and leadership experience that translates to a Training role immediately upon hire.
 - At least 3 years' experience training in a healthcare or research setting 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