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## Staffing 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: 30 Sep 2010

Revision Date: 11 Mar 2011

Position Reports To: Manager of Clinical Operations

Position Supervises: None

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### Job Summary:

Responsible for scheduling clinical research staff to research related activities. This practice includes building excel format staffing schedules according to study specific needs and protocols. Additionally, responsible for obtaining staff availability and scheduling to study activities for which that staff is trained and available.

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### Essential Duties and Responsibilities:

- Translates protocol event schedules into staffing needs for protocol specific events.
- Creates daily assignment sheets based on protocol event schedules and assigns appropriately trained staff to each event.
- Maintains spreadsheets on staff availability and translates these to assigning available staff to weekly study activities.
- Responsible for providing clinical staff with their schedules and available to adjust schedules when needed.
- Interprets individual staff competencies to appropriately assign them to tasks that they can perform according to their training.
- Reviews Investigational Drug Brochures, protocols, Case Report Forms (CRFs), consent forms and volunteer information sheets for a thorough understanding of the study drug and procedures.
- Keeps abreast of SOPs, Good Clinical Practice (GCP) and ICH guidelines, state and national laws and ethical standards.

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.
  - Proficient in Microsoft Excel and Outlook, in addition to overall good computer skills; inclination to adopt technology to maximize efficiency.
  - Demonstrate strong analytical, problem solving skills.
  - Strong written and verbal communication skills.
  - Detail oriented, good organizational traits.
  - Self- motivated
  - Result oriented, multi-tasking, quick learner, respond to the urgent needs of the team and show a strong track record of meeting deadlines.
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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:**

- Work experience in scheduling staff in a clinical setting is preferred.
  - Bachelor's Degree is 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.

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Employee Name (Printed)

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Date

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Employee Signature