The Johns Hopkins Clinical Research Network (JHCRN) is a JH School of Medicine resource to facilitate clinical research across multiple institutions through the Mid-Atlantic States. The Network Administrative Coordinator is Hopkins-based and works in partnership with the leadership team and the affiliate site Network Coordinators to:

1) Implement strategic initiatives of the JHCRN;
2) Coordinate and oversee operational aspects of research programs;
3) Develop and implement efficient and compliant bidirectional work flow processes that Support general research administration, project and subject management, as well as quality monitoring;
4) Establish and maintain collaborative relationships and facilitate communication with internal and external partners and stakeholders; and ensure program compliance with government regulations, University policies, and Institutional Review Board (IRB) requirements, and prepares regulatory reports.

**Specific duties & responsibilities:**

**General Responsibilities:**

- Work with the JHCRN affiliate site Network Coordinators (NCs) in the implementation of research studies across institutions.
- Work with investigators and JH offices to develop proposals and budgets, research plans, cost estimates, budget justifications, and statements of work.
- Assesses the operational feasibility of studies and recommends execution and risk mitigation plans.
• Achieve study objectives by working with research team members to set project priorities and milestones and help resolve project conflicts to optimize the implementation of protocols.
• Work with site NCs to develop and track study timelines, budget, and quality metrics.
• Ensure adherence to standard operating procedures and Good Clinical Practice (GCP) regulations. Assist in regulatory requirements, including human subjects’ research compliance and the Institutional Review Board (IRB) submissions. Work with site NCs to ensure all research collaborators are up to date with required human subjects training.
• Work with JHCRN site NCs to develop and institute proper quality control measures for ongoing studies and ensure that all processes are performed in the most efficient, high quality manner.
• Interact with JH offices in the preparation and submission of grants; work with staff to meet grant deadlines for all new and competing grants by compiling data for budget development.
• Participate in a weekly meetings with network coordinators to discuss the current and upcoming clinical trials portfolio, active research and operational issues.
• Contribute to the preparation of technical reports, manuscripts, abstracts, presentations, and funding applications by participating in compiling data relating to regional demographics, patient/study participate data, and so forth.

Administrative:

• Promotes the JHCRN both to investigators within the Johns Hopkins Medical Institutions and with potential private industry/research sponsors.
• Assist Associate Program Directors in their specific role and agendas.
• Develop and implement standard operating procedures, and performance databases.
• Facilitate communication internally among members of the team, including maintaining action items, timelines and work plans.
• Attend team and project meetings/ conference calls, and prepare minutes of meetings when applicable.
• Organize/facilitate project related logistics.
• Assist with onboarding new research faculty, network coordinators and other network members.
• Works with ICTR staff to oversee budget expenditures and financial reports.
• Attend related local and national meetings and conferences.
• Serve as a resource for investigators, network coordinators and stakeholders.
• Organize and communicates CRN progress results, analyses and other information for written, graphic, pictorial or multimedia presentations.
• Collect, validate and enter data using established tools, technology and databases to facilitate data analysis.
• Assist with the preparation of scientific abstracts, posters, PowerPoint presentations, and manuscripts by compiling data.
• Occasional travel to affiliated sites will be necessary.
• Complete other duties as assigned by the JHCRN Director.

Qualifications:

• Requires bachelor’s degree in related discipline. Additional education may substitute for some experience, to the extent permitted by the JHU equivalency formula.
• Graduate training in related discipline, including health care administration, public health or health services research desired, and may substitute for some experience, to the extent permitted by the JHU equivalency formula.
• Requires a minimum of 3 years of experience in clinical research, overseeing research administrative activities, implementation of research protocol(s) for complex and/or multiple research studies, and records management.
• Experience in conduct of industry-sponsored and investigator-initiated research studies.
• Ability to successfully problem-solve challenges as they arise
• Excellent oral and written communication skills as well as interpersonal skills required.
• Strong working knowledge of MS Access, Excel, Word, and PowerPoint
• Ability to work collaboratively and effectively with faculty, administration, and staff
• Good organizational, management, planning, analytical, and critical-thinking skills helpful.
• Experience in implementing research programs, quality assurance, and program evaluation helpful.

Special knowledge, skills, and abilities:

• Ability to manage multiple and competing priorities.
• Ability to work independently as well as with various research teams.
• Excellent time management skills.
• Excellent attention to detail.
• Must have a working knowledge of federal regulations pertaining to clinical trials, research (FDA, OHRP), and good clinical research practices and principles (GCP).
• Must adhere to policies related to protecting and reporting of sensitive and confidential patient information.
• Must understand the importance and impact of data integrity in terms of patients, study results, costs, quality of service, and scientific research in general.
• Regular contact with physicians, other health care personnel and occasionally, patients, requires the use of good judgment, tact, and sensitivity.

Physical Requirements:

• Sitting in a normal seated position in office setting
• Standing and/or walking for extended periods of time
• Lifting and/or assisting patients during evaluations within crowded clinical environment
• Reaching by extending hand(s) or arm(s) in any direction
• Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard
• Communication skills using the spoken word
• Ability to see within normal parameters
• Ability to hear within normal range
• Ability to move about