

Clinical Research Coordinator Barcelonaβeta Brain Research Center

Context

The Barcelonaβeta Brain Research Center (BBRC) is a new research center, constituted by the Pasqual Maragall Foundation. The goal of BBRC is to become an internationally recognized centre of excellence in our understanding of age-related cognitive disability in order to provide practical solutions to the global challenges posed by the world's aging population. Our goal will be achieved by championing primary and secondary prevention programs for Alzheimer's disease and other related neurodegenerative disorders, the study and promotion of healthy aging, and the research of the basic physiological mechanisms of cognitive functions affected by healthy or pathological aging such as memory, learning and decision-making, among others. The vision of BBRC is to provide the society with distinct and innovative solutions for age-related cognitive disability by leveraging these complementary research programs in order to attain a multidisciplinary comprehension of the aging process and the pathophysiology of neurodegeneration.

Pasqual Maragall Foundation, Pompeu Fabra University and "la Caixa" are permanent members of the BBRC Board. International competitive recruitment, state-of-the-art scientific facilities, effective management and continuous high-standard peer-review evaluation are the BBRC core proceedings to ensure achieving world-class research results. BBRC is affiliated and located in the Campus Ciutadella of the Barcelona Pompeu Fabra University, the building contains excellent technical facilities, including a research-dedicated 3T MR scanner, Clinical Trials facilities, EEG and Eye Tracker labs.

BBRC is also part of the Barcelona Biomedical Research Park (PRBB), a large research facility that hosts other seven different research institutions related to biomedical research, including the Center for Genomic Regulation (CRG), the Hospital del Mar Medical Research Institute (IMIM), the Department of Experimental and Health Sciences of the Pompeu Fabra University (CEXS-UPF), the Institute of Evolutionary Biology (IBE CSIC-UPF), the Barcelona Institute of Global Health (ISGlobal) and the Barcelona site of the European Molecular Biology Laboratory (EMBL), among others, in a multidisciplinary, collaborative and stimulating international environment in close contact with a clinical setting, thus conducive to translational research.

For more information see: www.fparagall.org and www.barcelonabeta.org

About the job

BBRC is looking for a Clinical Research Coordinator, coordinates the start-up and the progress of clinical protocols from the planning stage through study completion by acting as liaison to the investigators, physicians, participants, IRBs and Sponsors/CROs. The CRC is responsible for IRB submissions, maintaining trial regulatory binders, assure preparation and realization of audits, data collection, data cleaning, participant's recruitment, sampling procedures and oversight, research lab oversight, research lab sample processing, patient consenting, protocol compliance, patient follow-up and preparation of documents. The CRC regularly attends meetings of the clinical research team to discuss the current research status, update study staff on enrollment and research related issues and help in the planning of future studies.

The CRC also acts as a reference to the rest of the clinical research team (nurses, raters, etc.) and assists the clinical site personnel on efficient high standards operations for conducting quality clinical research.

Main Responsibilities

Clinical research projects:

- Conduct the clinical researches allocated according to study protocol, BBRC guidelines, ICH (GCPs) and local regulatory procedures.
- Ensure that IRB approval is obtained prior to study initiation and IRB requirements are met throughout the study.
- Implement work processes and guidelines for optimal clinical research.
- Coordinates the collection and completion of all required regulatory documents in a timely, accurate, and complete manner prior to study start-up and upon expiration; store in document management system.
- Implement participant's recruitment strategies in conjunction with the Clinical Operations Manager.
- Assure that participant's visits are schedule within protocol windows.
- Design procedures to obtain informed consent in accordance with GCP and protocols.
- Control the maintenance of Clinical Research Essential Document Files and Binders.
- Communicate with Sponsor/Investigators/research unit team regarding study activities.
- Guarantee the integrity of Trial Master File (TMF) of each clinical research study.

Assure clinical studies high standards of quality:

- Report all adverse events to the Investigator and serious adverse events to Sponsor/CRO, IRB in accordance with AE/SAE procedures defined by the protocol.
- Maintain adequate and accurate source documents.
- Ensure that data is entered in timely and accurately manner into the databases.
- Work closely to the institution Data Manager to ensure that appropriate quality control systems are in place to monitor the progress of data acquisition and to define new approaches to data management while ensuring quality and completeness of database and participants' files.

- Responsible to develop and conduct quality control of procedures and tasks to ensure rigorous adherence to internal and external quality standards
- Design and monitor research team unit indicators.

Required qualifications:

Qualifications and professional experience

- Bachelor's degree in science related field.
- English required (Proficiency Level-written and spoken).
- Spanish and Catalan, native level.
- A minimum of 3 years' experience in clinical research is required (study coordination, research nurse, industry/CRO CRA)
- In-depth knowledge of clinical trials policies and procedures.
- Proficient knowledge of human subject research ethics and GCPs.
- Knowledge of medical and research terminology.
- Microsoft (MS) Word, Excel and PowerPoint.

Personal skills:

- Excellent verbal and written communication skills: Ability to communicate successfully, both verbally and in writing, to a diverse population.
- Strong organizational skills, timeliness, and attention to detail are a must.
- Must be capable of taking initiative to complete all job responsibilities independently and effectively with minimal supervision.
- Ability to prioritize and manage multiple responsibilities simultaneously.
- Ability to identify problems and develop solutions for situations that are either analytical or technical in nature.
- Should demonstrate integrity values and focused on results.
- Evaluate joining a non-profit organization with a mission of high social impact.

We offer

- Full-time position.
- Salary will be in accordance with qualifications and experience.

We offer work in a highly stimulating team, and BBRC offers and promotes a diverse and inclusive environment. In the foundation we also care about developing your professional career so you will participate in internal and specific training for your job, promotion opportunities and development of your professional career. We evaluate the potential of our team in order to develop those skills necessary to achieve a high level of professional performance.

Application process:

To apply, please submit the following: 1) Cover letter; 2) CV; 3) The names of up to three individuals who could provide reference letters. All files or inquiries should be submitted electronically to: rh@barcelonabeta.org

Subject: Clinical Research Coordinator

Deadline: March 6th 2020

We inform you that your personal data will be part of a file which Pasqual Maragall Foundation and Barcelonaβeta Brain Research Center is responsible for, in order to manage the job offer you have requested. Once the process is complete, the data processed will be erased.

You have the right to exercise the rights of access, rectification, cancellation and opposition recognized in Regulation (EU) 2016/679 (General Data Protection Regulation), to be addressed to the Pasqual Maragall Foundation and Barcelonaβeta Brain Research Center: Wellington Street 30, 08005 Barcelona.