X open coordinator positions institution-wide

Lack of local workforce/training programs/degrees

Pandemic

UR has hired all the qualified workforce

Not all work can be done remotely

# of clinical trials is increasing

Coordinators pulled to higher paying industry positions

Coordinator Trainees participate in a 1 year paid training program

3 months of full-time training, then 80% of the coordinator trainee effort working in departments and remaining 20% effort spent on additional training

The coordinator trainee curriculum is based on the ACRP competencies:

https://acrpnet.org/acrp-partners-in-workforce-advancement/core-competency-guidelines-clinical-research-coordinators-crcs/

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The coordinator trainees have shadowing experiences 2 hours each, 4 times per week to learn from current coordinators what specific tasks a coordinator performs

The coordinator trainees have completed their CITI training

After they have completed the year-long training program, the coordinator trainees will be eligible to be promoted to a HSRC I

Currently, there are five Human Subject Research Coordinator Trainees

- 2 trainees funded by the CTSI grant
- 2 trainees3 21

Activities that the coordinator trainees will be able to perform November 1st when they are deployed to departments:

Clinical competencies ς weight, height, infant length, head circumference, waist circumference, temperature (temporal, axillary), heart rate (manual, automatic), blood pressure (manual, automatic), pulse oximetry, respiratory rate, EKG, Urine Pregnancy test, Urinalysis (dip stick), glucose, and specimen processing.

Phlebotomy training will be occurring at a later date

Additionally, after completing the one-

Additionally, after completing the one-year training program and <u>with supervision</u>, the coordinator trainees will be able to <u>assist with</u> (for Industry-sponsored research studies):

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- Submission of all pertinent documents for a study in CLICK to the IRB for review and approval

Additionally, after completing the one-year training program and with supervision, the coordinator trainees will be able to assist with (for Industry-sponsored research studies):

- Entering a protocol into OnCore
- Entering subject and visit information into OnCore
- Setting up and procuring subject payments in Forte
- Associating a subject and visit to the protocol in eRecord
- Performing billing reviews in eRecord
- Obtaining physical assessments during study visit (vitals, etc.)
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Additionally, after completing the one-year training program and with supervision, the coordinator trainees will be able to assist with (for Industry-sponsored research studies):

Critically reading a Study Laboratory Manual, completing laboratory sample documentation, obtaining and labeling study samples, and shipping study samples to central laboratory

Maintaining laboratory kit inventory and order kits as needed

Complete the CRC application found here

Application will be reviewed by independent committee

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Your department will be contacted as to when the CTSI Coordinator Trainee will be able to start work.

Preference will be given to those departments seeking to have a CTSI Coordinator trainee 2 days per week

Trainee rate will be $35 per hour

If your department wants to hire a Coordinator Trainee for Nov 1st, please get your application in by Oct 28th.

- CTSI will hire two new trainees each year
- Departments can hire their own trainees to complete CTSI program
  - Up to 6 trainees
  - Cost approximately $52,000 each, grade 75
- Departments should contact JoAnne asap if they want to hire a trainee (1st come, 1st serve)
- Deadline for contacting JoAnne is January 1st
- Jobs will post March 1st, JoAnne will select candidates for department interviews
- Trainees start June 1st

If you have ***any*** questions:

Jo Anne Van Buskirk
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(585) 275-4729