Job Posting
Home Trial Coordinator

Position Overview:
The Home Trial Coordinator (HTC) is responsible for the management and oversight of in-home study visits for clinical trials.

Primary Responsibilities and Essential Functions:
To perform this job successfully, incumbent must be able to satisfactorily perform the essential functions of the role without or with reasonable accommodations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Create, review, and maintain/track essential study start-up documents (e.g., study specific forms,
  physician standing orders, training procedures, PowerPoint training presentations).
- Identify, contract, train, and manage in-home nursing agencies/nurses and their providers.
- Develop Country Coordinator training (as appropriate).
- Conduct and maintain oversight of inventory sourcing, and tracking/coordination, and management of shipments.
- Establish and maintain timely Sponsor, CRO, Site, Central Lab, and Agency communication.
- Organize and lead Sponsor/CRO, Central Lab, and Site teleconferences.
- Develop and implement internal process improvement initiatives.
- Create and maintain internal study trackers and assist with metric reporting.
- Track, manage, and approve invoices; act as a liaison between the finance department and clinical operations to ensure all required activities are completed prior to remote visit service provider payment.
- Act as point of contact for Agencies, Sponsors, CROs, and Sites for any questions, issues, and escalations.

  Note: This list is not intended to be an exhaustive list of duties and responsibilities. There may be other duties as assigned.

Qualifications Including Education, Experience, and Skills:

- Bachelor's Degree or equivalent experience defined as a minimum of 6 years related, combined experience in education, knowledge, and skills that will enable the incumbent

to perform the tasks of the role proficiently.

- A minimum of 2 years clinical study or research, healthcare, or related experience or CRA experience.
- Must have demonstrated a functional level of core and technical competencies of a Clinical Trial Assistant, CRA, and/or any other related clinical research position.
- Current knowledge of and the ability to apply ICH/GCP and applicable regulations and guidelines.
- Competent in application of standard business procedures including but not limited to SOPs, global regulations.
- Well organized and able to multi-task.
- Positive and energetic attitude.
- Able to work independently and as a team member.
- Able to take initiative while following directives.
- Professional, well spoken, articulate.
- Experience with Remote Visit Service Provider identification and training (as appropriate).

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