



**Job Code:** 6929

**Grade:** 21

**HCWR:** N

**Job Title**

Research Database Support Coordinator

**Department**

Research & Regulatory Affairs

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The position serves the Cook County Health (CCH) Office of Research & Regulatory Affairs and the Institutional Review Board (IRB) process. Maintains the electronic database management with an emphasis on accuracy of data entered, tracked, and analyzed. Leads the efforts in end user training and technical assistance.

**Typical Duties**

- Provides administrative review and verification of electronic research submissions for completeness and thoroughness, assuring timely documentation, electronic and placement onto the CCH Institutional Review Board (IRB) que for scheduling initial or continuing review and determination.
- Serves as the lead internal quality assurance auditor of the electronic and paper filing/tracking system of CCH research protocols and accompanying email or paper correspondence, in order to meet federal Food & Drug Administration (FDA), Office of Human Research Protection (OHRP) and other compliance regulations.
- Obtains and maintains expertise on use of the electronic protocol submission/review process tracking system including revising and creating new forms (IRB Manager-).
- Provides 'helpdesk' style technical assistance/customer service for any/all end users of the electronic protocol submission/review system. This includes creating/resetting logins and passwords.
- Maintains all active and closed paper-based files including those stored on and off campus.
- Updates CCH IRB internet and intranet webpage content.
- Provides basic training and ongoing support of new end users of the electronic protocol submission and review system.
- Prepares and generates reports as assigned on the status of research activity within CCH for distribution to system leadership, IRB members and/or other stakeholders as needed.
- Provides assistance at IRB meetings and other trainings as needed including technical/AV setup.
- Participates in Research & Regulatory Affairs staff meetings and other team building and educational activities.
- Works within a team of professionals committed to serving the CCH IRB, the research community and patient population with reliable, responsive, high quality service.
- Performs other duties as assigned.



### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university
- Three (3) years of work experience in database management
- Two (2) years of prior research or Institutional Review Board (IRB) experience
- Advanced proficiency using Microsoft Office (Access, Excel, PowerPoint, Word, Outlook)

### **Preferred Qualifications**

- Bachelor's degree or higher in Systems Management, Business, Non-Profit Operations, Public
- Health, or related field from an accredited college or university
- Five (5) years of database management or IRB experience

### **Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of database maintenance requirements
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong customer service skills
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision
- Ability to prioritize, plan and organize projects and tasks
- Ability to train by presenting concepts and demonstrating tasks

### **Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.**