COOK COUNTY HEALTH

Standard Job Description

Job Code: 9775
Grade: 24
HCWR: N

Job Title	**Department**
Director of Clinical Research	Research & Clinical Trials

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

Job Summary

The Director of Clinical Research (Director) is responsible for providing strategic direction for all activities associated with clinical research programs and services, aligning clinical research operations, and maintaining the clinical research strategy for Cook County Health (CCH), The Director will maintain open communication, prioritize clinical research strategies, and create financial sustainability to attract sponsors and external collaborators. The Director is responsible for ensuring that the clinical research infrastructure provides efficient and compliant support to meet the needs of the research community. The Director is responsible for setting the direction over developing and implementing unified policies, procedures and education and training for investigators and staff conducting clinical research.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Directs strategies of mission, vision, and values for these throughout CCH that increase the sustainability of a safe, compliant research-patient care experience
- Plans, directs, and implements efficient processes in support of the conduct of clinical research and extramurally across CCH
- Collaborates with departmental leadership as it relates to clinical research to plan, direct, and evaluate the operations of the clinical research department
- Ensures that clinical research is conducted in compliance with all applicable laws, regulations, and institutional policies
- Enhances clinical research framework and patient enrollments
- Identifies opportunities for CCH to expand the clinical research portfolio. Collaborates with CCH leadership, as needed to facilitate end results
- Works with management and to develop budgets and services for grant applications in accordance with funding agency guidelines and regulations
- Creates a reporting dashboard of clinical research key performance indicators
- Reviews and negotiates Clinical Trial Agreements (contracts) with external commercial sponsors
- Designs and implements training of staff to ensure all grants and contracts are administered to the highest professional standards
- Establishes and maintains good communications with research staff and program administrators at external clinical research establishments local and nationally
- Serves as a liaison and collaborates with clinical research organizations such as Clinical Trial Scientific Award Institute of Translational Medicine (CTSA ITM), Patient-Centered Outcomes Research Institute (PCORI), Chicago Chapter of Association of Clinical Research
- Professionals (ACRP) and/or The Society of Clinical Research Associates (SOCRA), National Cancer Institute (NCI), National Institute of Health (NIH) and other local and national groups focused on the conduct of clinical research
- Attends and participates in meetings (with agenda, minutes, and action items) to further operational goals of effective clinical research development
- Performs other duties as assigned
- Standard Job Description

Minimum Qualifications

- Bachelor's degree from an accredited college or university or higher with Five (5) years of experience in the clinical research and research management experience, including strategic planning, and research compliance
- OR
- Master's degree from an accredited college or university with Three (3) years of experience in the clinical research and research management experience, including strategic planning, and research compliance
- Two (2) years of leadership experience
- Two (2) years of experience with budgets and cost controls

Preferred Qualifications

- Master's degree from an accredited college or university in Health Administration, Public Health, Business Administration, or other health care related discipline
- Professional Research certification (i.e., SOCRA, ACRP)

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of ethical issues, state laws, institutional policy, and federal research regulations that are applicable to human subjects research
- Knowledge of funding procedures of sponsored industry trials, federal government agencies within the Department of Health and Human Services such as the National Institutes of Health, Health Resources and Services Administration, Agency for Healthcare Research & Quality (AHRQ), Substance Abuse and Mental Health Services Administration
- Excellent verbal, written communication, and interpersonal skills necessary to communicate with all levels of staff, external stakeholders, and a patient population composed of diverse cultures and age groups
- Strong commitment to using best business practices to manage the large and diverse portfolio of sponsored grants and contracts.
- Mentoring skills for developing core grant administration competencies across CCH operating units
- Ability to plan, direct and integrate a complex operation using available resources to accomplish short- and long-term goals of the institution
- Ability to think creatively and quickly when issues arise and to develop fully compliant solutions without unnecessarily impeding research

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.