CLINICAL TRIALS OF TEXAS, INC.

Job Description

Job Title: Recruitment Specialist

Department: Recruitment **FLSA Classification:** Non-Exempt

I. PURPOSE: To effectively conduct phone screening interviews with potential study volunteers and determine their willingness and eligibility to participate based on the applicable study protocol. Details of the procedures required, risks and benefits may also be provided to potential study volunteers as detailed in the applicable approved Informed Consent Document and other approved recruitment materials.

II. JOB RELATIONSHIPS:

Reports to: Recruitment Call Center Manager
Director, Marketing & Recruitment

Workers Supervised: None

Interrelationships: Works closely with the Recruitment Call Center Manager, phone screening peers, clinical research coordinators and other CTT staff.

III. ESSENTIAL FUNCTIONS:

A. Ensure that potential study volunteers are called, screened and followed-up with expeditiously to provide a timely response;
B. To function as a member of the clinical research team in the recruitment department to help ensure that departmental goals are met across all studies as assigned by the Recruitment Manager;
C. Review and analyze assigned clinical trial protocols to ensure appropriate subject screening and the proper communication of study eligibility criteria and participation requirements;
D. Assist with reporting to investigators and contracted investigative sites;
E. Assist in the creative development of advertisements and marketing materials;
F. Work with social networking sites and other internet-based forms of recruiting/advertising to assist in the marketing and recruitment of potential study volunteers;
G. Assist in the development and implementation of study recruitment plans;
H. Identify and resolve challenges to patient recruitment on assigned studies;
I. Screening potential study volunteers utilizing the applicable inclusion/exclusion criteria as defined by the study protocol;
J. Enter medical history and demographic information taken from potential study volunteers into a computerized database;
K. Be creative and diligent in recruiting qualified study subjects into assigned protocols to fulfill enrollment obligations within the sponsor's timeline while following regulations and rules governing medical ethics, IRB, GCP and ICH guidelines;
L. Execute a Confidential Disclosure Agreement with CTT;
M. Maintain confidentiality of study protocol information and Protected Health Information (PHI) as defined in the CTT Confidentiality Agreement;

N. Attend required meetings and training sessions in order to stay abreast of current and changing federal regulations and CTT policies;
O. Pursue educational opportunities to increase knowledge of the research process and associated rules and regulations governing clinical research;
P. Perform all study-related duties in a time- and cost-effective manner in adherence with CTT policies;
Q. Perform other duties as assigned.

IV. PHYSICAL REQUIREMENTS AND/OR ENVIRONMENTAL FACTORS:

A. Work is normally performed in a typical interior/office work environment;
B. Local travel required;
C. Subject/Patient Customer Service;
D. Daily computer use;
E. Occasional night and weekend work schedules;
F. Ability to properly lift up to 35 pounds and occasionally more than 35 pounds;
G. Ability to drive, and daily availability of an automobile.

V. MINIMUM REQUIREMENTS:

Education: High School Diploma or equivalent experience.

Experience:

1. Experience as medical assistant, pharmacy technician, or clinical research preferred.
2. Experience specifically in patient recruitment, understanding of related guidelines (IRB, FDA, GCP, and HIPAA).

Knowledge and Skills:

1. Excellent interpersonal skills, sense of urgency, customer service skills, telephone communication skills, organizational skills, database management skills, proficiency in Microsoft Office Suite and other computer skills required.

AGREED TO:

_____ _____
Employee Date

_____
Employee Printed Name

_____ _____
Immediate Supervisor Date