POSITION DESCRIPTION: Clinical Data Coordinator

Overview

Position Location:	Remote within the United States (with approximately 15% travel time expected based on COVID-19 guidelines)
Reports to:	Director/Head of Research
Salary Range:	$55,000-$65,000 annually

Company Background

Solve ME/CFS is a non-profit organization, established in 1987, that serves as a catalyst for critical research into diagnostics, treatments, and cures for myalgic encephalomyelitis/chronic fatigue syndrome (ME/CFS), Long Covid and other post-infection diseases. Our work with the scientific, medical, and pharmaceutical communities, advocacy with government agencies, and alliances with patient groups around the world is laying the foundation for breakthroughs that can improve the lives of millions who suffer from various "long haul" diseases. Our mission: to make ME/CFS understood, diagnosable, and treatable.

About ME/CFS: Affecting 20 million people worldwide, Myalgic Encephalomyelitis or Chronic Fatigue Syndrome (ME/CFS) is a life-altering and complex multi-system disease that can present as an array of different symptoms that may change over time and differ from patient to patient. The most common symptoms of ME/CFS are post-exertional malaise, unrefreshing sleep, profound fatigue, cognitive impairment, orthostatic intolerance, and pain.

Position Summary

As Solve's Clinical Data Coordinator you will lead clinical database development as well as the screening, enrollment and follow–up communications with clinical study participants. You work will be guided by the Director of Registry and Operations and support registry development and maintenance, statistical programming, data visualization, clinical study dashboards, data quality assurance, as well as the creation of timely and transparent processes for clinical study recruitment. The Clinical Data Coordinator will focus on creating an excellent clinical research experience for study participants and researchers by developing data collection instruments based on patient–centered feedback, leading study communications with researchers, and by creating and implementing data cleaning and quality assurance processes.

Responsibilities

- Support the development of a new clinical database by ensuring the inclusion of patient feedback, clinically significant data, and by leading on data quality processes.
- Manage the day–to–day operations of Solve's Registry by collecting, processing, and querying data related to clinical studies.
- Enroll patients in clinical studies through recruitment, screening, and follow up of eligible subjects according to protocol requirements.
- Prepare raw data for analysis by engaging in data cleaning and data quality assurance processes.
- Work with internal and external researchers to meet study recruitment targets.
- Be familiar with study inclusion/exclusion criteria for discussions with patients and researchers.
- Ensure that informed consent procedures and all other ethical standards are followed.
- Undergo training in conducting research with human subjects.
- Submit all study protocols and protocol changes for Institutional Review Board approval.

- Create and populate study participant tracking dashboards
- Craft and disseminate study-specific communications
- Report all protocol-related issues to the research team and collaborating investigators
- Represent Solve at study specific meetings and conference calls
- Collect and synthesize patient and research study participant feedback to improve the research study experience

Qualifications

- At least one year of experience as a Clinical Research Coordinator or Study Coordinator or other data coordination role that involved interpersonal skills.
- Experience with statistical and data visualization software like STATA and Tableau software or willingness to learn.
- Detail orientation to write and review data quality assurance processes.
- Experience building and maintaining databases, clinical study datasets, or registries.
- The ability to prioritize and multi–task across multiple job domains such as data quality assurance, statistical programming, data visualization, and database development.
- Computer skills including databases or registries, statistical software, electronic data capture, data visualization, and MS Word, Excel, and PowerPoint
- An understanding of data quality assurance processes
- Excellent communication skills both orally and in writing
- Excellent prioritization skills

Compensation

We value work-life balance and offer flexible working hours. The position is full-time. We offer a competitive salary and benefits package (including sponsored medical, vision and dental health plans). We value work/life balance, and our team operates on a four-day work week and are committed to ongoing professional development. Compensation will range from $55,000 to $65,000 annually, depending on experience. Candidates at the top of the range will meet all required, preferred and bonus expectations.

How to Apply

Please send a resume and cover letter to solvecfs@solvecfs.org with "[Your Name] Clinical Data Coordinator Application" as the subject line.

Solve M.E. is an equal opportunity employer that values diversity and encourages applicants of all backgrounds to apply. Solve M.E. recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, genetic information, sexual orientation, disability, age, veteran status, and any other protected status in accordance with federal and applicable state and local laws.