

Job Opening Report

Job Opening Summary

Job Opening ID 205219
Job Posting Title Human Subject Res Coord I
Job Code 2080(Human Subject Res Coord I)
Position Number 20057828(Human Subject Res Coord I)
Status 010 Open
Business Unit UROCH(University of Rochester)
Department 600223(SON Staff/Research Programs)
Job Family AMP(Admin/Managerial Professional)

Job Information

Created By 202892(Kari Hewitt)
Created 11/21/2017
Opening to Fill L(Limited Number of Openings)
Target Openings 1
Available Openings 1
Establishment ID
Business Unit UROCH(University of Rochester)
Company UR(University of Rochester)
Department 600223(SON Staff/Research Programs)
Status Code 010 (010 Open)
Status Reason New Position
Status Date 11/21/2017
Desired Start Date
Encumb Date
Projected Fill Date
Date Authorized 11/21/2017
Referral Program ID
Recruitment Type
Area of Consideration
Recruitment Contact

Position Summary:

Description

Serves as a physical activity/exercise interventionist & project coordinator for a research lab (CogT Lab) which focuses on the evaluation of physical and computerized cognitive training programs among older adults, and understanding the underlying neural mechanisms contributing to certain outcomes. The person will be responsible for coordinating a large, multi-site, R01 NIH grant, evaluating the efficacy of cognitive training and exercise in older adults at risk for dementia. Symptom limited graded exercise testing will be performed in a newly build exercise testing room on the University of Rochester campus. Exercise sessions will be conducted at local YMCAs and retirement communities. The person will be responsible for ensuring deliveries of high quality, and meeting study milestones in a timely fashion by working collaboratively with the Principal Investigator, a senior project coordinator, and other team members, as well as team members from other study sites. By working with the research team, the person is also participating in developing, disseminating, tracking, and maintaining study/NIH regulatory documents; requirements and policies related to human subject research; effective data processing and management and participating in the development and maintenance of comprehensive data management system. Excellent skills of management, organization, and communication are essential to the position. Applicants must also be able to work independently and have flexible availability.

Responsibilities:

Planning, implementing, and coordinating grant operations and evaluation.

- Manages and monitors study progress and provides needed direction and resources to ensure the timely implementation and completion of project-related processes.

- Oversees and facilitates effective communication and relationships with other project site and external community partners and recruiters
- Identifies barriers to and/or omissions in meeting study objectives or milestones, and creates and initiates strategies to overcome them.
- Provides oversight to decision-making by the project team, and tracks consistent implementation of any subsequent modifications in the study protocol across all participants.
- Responsible for all IRB-related activities and compliance (e.g., amendments, annual re-approval applications, tracking and reporting adverse events, etc.)
- Develop annual and/or monthly progress reports collaboratively with PI (here and at the other study site) for internal and external entities.
- Participate in the development of computer-training and exercise platform and manuals.
- Develops and maintains data management system, oversees study data and verification done by the research staff, and ensure the safe storage of data.
- Negotiates and purchases project equipment and supplies, memberships, and purchases or obtains permission for the use of study instruments, if needed.
- Works closely with the grant administrator in planning and overseeing project finance and budget.

Collecting study data

- Responsible for participant recruitment, screening, and evaluation.
- Conducts MRI scanning at imaging center across study time-points.
- Conducts and supervises cardiopulmonary graded exercise tests
- Assists with exercise training and provides individualized exercise training.
- Monitors and assesses participants' exercise and

physiological response and makes adjustments accordingly.

- Conducts the assessments of the study and manages exercise training.
- Responsible for accurately screening possible participants prior to enrollment – gathering and reporting adequate information for a consensus diagnosis with PI using professional judgment and clinical expertise on geriatrics.
- Obtains continuous consent from the participants and responsible for integrity and control of randomization.
- Conducts the orientation sessions for the participants in cognitive and exercise interventions. Uses professional judgment regarding adaptation of content based on participants cognitive processing speed and attention, and aerobic fitness.
- Oversees the training sessions for both cognitive and exercise interventions
- Travels to community areas working with us on this project; acts as liaisons ensuring administrative staff and participants remain engaged and have a thorough understanding of the study.
- Manages the cognitive and exercise training platforms to determine the participants' level of activity and conducts reminder calls when necessary. Use independent judgment to engage participants and keep them interested in continuing with the research. Collects actigraph and physical activity data from subjects and families at least once a month.
- Assesses and reports (serious) adverse events, coordinates care and follows procedures in case of emergency

Contributing to scholarly activities and assisting the PI

- Participates in neuroimaging and other physiological data processing.
- Contributes in the development of conference

- abstracts and scholarly papers for publication.
- Presents study findings at scientific conferences or community talks to lay public.
- Identifies, reviews and synthesizes relevant literature.

Requirements:

- Bachelor's degree in clinical health sciences (e.g. – nursing, exercise science, or related field)
- 1 year of experience in a clinical exercise setting (e.g. – laboratory or rehabilitation setting, with ECG interpretation)
- 1 year of experience in human subject research coordination; or any equivalent combination of experience, training and education.
- Must possess and maintain a valid New York State License, have a satisfactory driving record and have access to reliable transportation.
- Must be CPR certified (or ability to become certified prior to hire).

Preferred:

- Previous clinical experience with older adults with cognitive impairment, and/or prior research experience with clinical trials involving direct patient contact, recruitment, scheduling, and delivering interventions.
- ACSM CES or RCEP certification
- 1 year experience as a clinician or working in the area of exercise and physical activity interventions in geriatrics strongly preferred.

Visible Internal and External
Description Type How To Apply

Description All applicants must apply online.