

**UNIVERSITY OF ALABAMA AT BIRMINGHAM
SCHOOL OF NURSING**

**Position Description:
Clinical Research Coordinator II (Full-Time)
“INCITE”**

**Dr. Nick Odom
UAB Job Site Number: T229071**

SUMMARY:

This full-time Clinical Research Coordinator II position will support and report to the Principal Investigators (PIs) of an NIH-funded R25 training program titled, “INcreasing Caregiver support Implementation through Training and Education” (INCITE). The goal of INCITE is to accelerate the adoption of evidence-based family caregiver support programs in U.S. cancer centers through an immersive implementation training and technical assistance program targeting interprofessional cancer care teams.

Under general supervision of the PIs and in collaboration with the study team, the CRC will be responsible for the day-to-day coordination of program activities, including development and maintenance of materials and protocols, cancer center team recruitment and communication, tracking and scheduling of center onboarding and training sessions, payment, data collection and management, event coordination for onsite workshops, and dissemination activities. The CRC will liaise with participating cancer centers, support the collection and summarization of implementation evaluation data, coordinate regular team meetings, and contribute to reports, presentations, and manuscripts. This individual will play a key role in ensuring timely implementation and documentation of program milestones, maintaining compliance with institutional and federal policies, and supporting the overall success of the R25 program.

RESPONSIBILITIES:

1. Facilitates and tracks progress and outcomes for grant projects as directed by the Principal Investigator (PI). Participates in and is responsible for the identification and development of milestones to ensure project objectives are met. Manage projects in an efficient and effective manner. Utilizes critical thinking skills to provide solutions and answers for situations as they arise.
2. Coordinate and track all aspects of pre- and post-workshop training and technical assistance activities with participating cancer centers.
3. Develop and maintain detailed implementation and data collection protocols, training materials, and scheduling plans in collaboration with the PI and project team.
4. Coordinates and manages outreach efforts for marketing the R25 program (webpage, social media, online videos, etc.).
5. Maintain communication with site liaisons and coordinate regular virtual check-ins with participating centers.
6. Manage calendars, prepare agendas, and document meeting minutes for project and stakeholder meetings.
7. Assist in the development, administration, and monitoring of REDCap databases and other

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- data collection platforms for implementation tracking, center feedback, and evaluation.
8. Conduct or coordinate qualitative and quantitative data collection activities, including survey administration and interview scheduling.
 9. Submit IRB materials and maintain regulatory documentation in accordance with UAB and NIH requirements.
 10. Support preparation of progress reports, presentations, and peer-reviewed manuscripts.
 11. Collaborate with internal and external team members, including INCITE Faculty, consultants, and advisory board members.
 12. Maintain detailed records of project timelines, milestones, and deliverables and report on progress to the PI.
 13. Facilitates compliance relative to the University, School of Nursing, and sponsor policies, Office of Research and Scholarship within the School of Nursing, applicable IRBs, and University policies and procedures.
 14. Ethical conduct is a fundamental expectation for every UAB community member. All employees must abide by the standards of behavior outlined in the UAB Enterprise Code of Conduct. Upon hire, new employees are required to attest to the Code by completing the online training that is assigned to them. Behaviors inconsistent with the Code may result in appropriate consequences.
 15. Perform other duties as assigned to support the aims and operations of the INCITE program.

QUALIFICATIONS:

A Bachelor's degree and three (3) years of experience in a health-related field are required. This position also requires: proficiency with Microsoft office software (Word, Excel, PowerPoint, Outlook, and Teams), data analysis and management software (SPSS, NVivo and/or Dedoose), and EndNote; editing experience; and the ability to construct tables, graphs, and charts. The work involves occasional evenings and weekend hours to meet deadlines, which may be virtual. These hours will be scheduled in advance. The successful candidate should be flexible, self-motivated, professional, and possess excellent interpersonal and organizational skills. This position requires an individual who possesses outstanding written and verbal communication, interpersonal, critical thinking, organizational, assessment and management skills to meet the expected outcomes of the role. The individual must be detailed oriented, take initiative, and have professional accountability. CITI IRB training will be required upon hire. Well-developed writing, communication, interpersonal, and organizational skills are required. Individual must be able to work independently and within a team environment, especially by telephone and virtually.

All duties will be conducted in accordance with federal guidelines for conduct of research with human subjects. Individual must adhere to all SON & UAB policies and procedures including but not limited to all FERPA and HIPAA regulations. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.