

Job Description:
Clinical Research Contract Manager

Department:
Research

Reports to:
Vice President

POSITION SUMMARY:

Reporting to the Vice President for Research and Development, the Clinical Research Contract Manager acts as the primary administrative liaison in the area of pre and post award with Sponsoring Agencies, Principal Investigators and DHR Health Institute for Research and Development Administrators. The contract manager will be responsible for the daily oversight of all clinical trial contracts, budgets, accounts payable and accounts receivable. The contract manager will be responsible for tracking management and oversight of physician investigator research contract for compensation for all research activities. Likewise, the clinical trial contract manager will ensure compliance with all regulations and guidelines pertaining to clinical trial billing, inclusive of conducting Medicare Coverage Analysis.

POSITION EDUCATION/ QUALIFICATIONS:

- Four year college degree and two (2) plus years of relevant experience or combination of education and relevant experience.
- Masters level degree in relevant field preferred
- Experience in clinical trial contract and budget negotiation preferred.
- Exceptional computer skills required with knowledge of Microsoft Office suite.
- Excellent written and verbal communication skills required.
- Some evening or weekend work will be required.
- Bilingual – English/Spanish.

JOB KNOWLEDGE/EXPERIENCE:

- Good knowledge of contract and grant procedures and ability to apply the accounting practices.
- Good accounting concepts and analysis of accounting transactions.
- Thorough understanding of key attributes in General Ledger applications and its impact on reporting, billing, and recovering costs.
- Knowledge of DHR Health Institute for Research and Development research administration processes particularly post award research budget and contract procedures.
- Strong working knowledge of Microsoft Excel.
- Ability to independently diagnose and solve problems using sound judgment and decision-making abilities.
- Skilled to independently analyze accounting transactions and ability to reconcile financial information.
- Strong customer service skills. Working collaboratively with different process partners.
- Ability to communicate effectively orally and in writing.

POSITION RESPONSIBILITIES:

- Establish and monitor sponsored research accounts.

- Ensure compliance with all clinical trial billing and management regulations and guidelines.
- Outline sponsors' guidelines and regulations to Department Administrators and Principal Investigators.
- Monitor expenditure activities on sponsored research accounts to ensure compliance with federal regulations, agency specific requirements, and Institute policies/procedures.
- Initiate interim and final financial reports in a timely manner, as required by a sponsor and Research Institute Administrators
- Initiate discussions, as needed, between Principal Investigators and funding agencies related to the interpretation and application of a sponsor's regulations and policies.
- Facilitate good award management techniques by disseminating information to Principal Investigators on a wide range of topics related to sponsored research.
- Other duties as assigned.

LINES OF REPSONSIBILITES:

(Chain-of-command)

1. Clinical Research Contract Manager → 2. (Vice President of Research) → 3. (Executive Vice President)

CUSTOMER SERVICE:

Provide excellent customer service to all DHR customers. All employees are required to attend the DHR C.A.R.E.S program which outlines the Customer Service Principals including: Commitment, Accountability, Respect, Excellence and Service.

AGE SPECIFIC:

Employees must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served in his/her assigned unit. The individual must demonstrate knowledge of principles of growth and development over the life span and possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirement relative to his or her age.

AMERICANS WITH DISABILITIES ACT: (ADA):

A. **Essential Duties:** Indicated by bold print within performance standards, preceding individual numbered criteria.

The following table provides physical requirements that will be associated with, but not limited to, this position:

Light/moderate lifting up to 20 lbs, from the floor to shoulder height.	Yes	Kneeling	Yes
Must be able to assist other employees with lifting more than 20 lbs.	Yes	Walking	Yes
Light/moderate carrying up to 20 lbs.	Yes	Standing/Squatting	Yes
Straight pulling	Yes	Sitting	Yes
Pulling hand over hand	Yes	Pushing	Yes
Repeated bending	Yes	Stooping/Bending	Yes
Reaching above shoulder	Yes	Climbing Stairs	Yes
Simple grasping	Yes	Climbing Ladders	No
Dual simultaneous grasping	Yes	Depth Perceptions needed	Yes
Ability to see	Yes	Identify Colors	Yes

Operating office equipment	Yes	Twisting	Yes
Operating mechanical equipment	Yes	Crawling	No
Ability to read and write	Yes	Ability to Count	Yes
Ability to hear verbal communication without aid	Yes	Operating Personal Vehicle	Yes
Ability to comprehend written/verbal communication	Yes	Other: Ability to deal with stress	Yes
OSHA Category	III		

B. **Working Conditions:** The individual spends over 95% of his/her time in an air-conditioned environment with varying exposures to noise. There is protection from weather conditions but not necessarily from temperature changes. The position does have low exposure to malodorous, infectious body fluids from patients and some minimal exposure to noxious smells from cleansing agents.

C. **Occupational Exposure:** This position has minimal to no exposure to blood, body fluids, or tissues and is an OSHA Category III (although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids). Person who performs these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid or to be potentially exposed in some other way.

D. **Aptitudes:** **HIGH** **1** **2** **3** **4** **5** **6** **LOW**

Intelligence: General learning ability: The ability to “catch on” or understand instructions and underlying principles. Ability to reason and make judgments. **3**

Verbal: Ability to understand meanings of words and ideas associated with them, and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly. **3**

Numerical: Ability to perform arithmetic operations quickly and accurately. **2**

Spatial: Ability to comprehend forms in space and understands relationships of plane and solid objects. Frequently described as the ability to “visualize” objects or two or three dimensions, or to think visually of geometric forms. **2**

Form Perception: Ability to perceive pertinent details and objects or in pictorial or graphic material to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines. **3**

Clerical Perception: Ability to receive pertinent details and verbal or tabular material. To observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation. **2**

Motor Coordination: Ability to coordinate eyes and hands to fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly. **3**

Finger Dexterity: Ability to move hands easily and skillfully. To work with fingers in placing and turning motions. **3**

Manual Dexterity: Ability to move hands easily and skillfully. To work with hands in placing and turning motions. **3**

Eye-Hand-Foot Coordination: Ability to move the hand and foot coordinately with each other in accordance with visual stimuli. **3**

Color Discrimination: Ability to perceive and respond to similarities or differences in colors, shapes, or other values of the same or different color. To identify a particular color, or to recognize harmonious or contrasting color combinations, or to match color adequately. **3**

Please send applications to Monica Betancourt (m.betancourt@dhrhealth.com).