POSITION DESCRIPTION
Clinical Trial Facilitator

VA's Partnered Research Program (PRP), a division within the Office of Research and Development, in collaboration with the National Association of Veterans' Research and Education Foundations (NAVREF) is looking to fill the position of Clinical Trial Facilitator, a specialized administrative position that combines project management expertise with knowledge of the clinical trial start up process. Responsibilities are described below:

- Works under the direction of the Director of the Partnered Research Program to ensure the goals of the Program are met and that deliverables are completed with quality and on-time. Facilitates project communications with stakeholders by ensuring accurate and timely information is provided. Manages assigned duties by maintaining and tracking timelines, deliverables, and milestones.

- Acts as a primary point of contact for trial sponsors on behalf of VA, VA ORD, VA affiliated Non-Profit Corporations (NPCs) and individual medical facilities (sites) on assigned projects at the initiation of all partnerships. Communicates in a timely, accurate and professional manner with all stakeholders according to the established practices of the Partnered Research Program. Specific activities will include, but may not be limited to:
  - Performs intake interviews with sponsors interested in partnering with VA.
  - Works with Office of General Counsel/Specialty Team Advising Research (OGC/STAR) and sponsor representatives to facilitate the negotiation of non-disclosure agreements.
  - Communicates trial opportunities to VA research offices and the affiliated NPCs.
  - Communicates VA decisions to sponsors under the supervision of the Director, PRP.
  - Educates sponsors, VA field research offices, affiliated NPCs, investigators and staff on the roles and processes of PRP.
  - Monitors progress and ensures timely communication between sponsors, VA research offices, affiliated NPCs, investigators/staff and other stakeholders throughout the start-up process. These processes may include but are not limited to: site identification, site selection, identification of potential lead site(s), CRADA negotiation and execution, budget negotiation, IRB review and approval, and site activation.
  - Serves as a liaison with the VA IRB of record as needed to ensure progress and/or help with facilitating communication between site PI and/or sponsor as needed.
  - Adheres to any terms or conditions of agreements and/or non-disclosure agreements entered into by VA.
• Adheres to standard operating procedures for coordinating collaborative trials within the PRP. Helps with continuous improvement activities.

• Assists in the development, maintenance, and revision of standard operating procedures (SOPs), work instructions, job aids, forms, templates, and tracking systems.

• Creates and maintains a central file for all required documentation in an up-to-date and accessible format.

• Identifies process improvement opportunities within the critical path and any rate limiting factors and monitors the timeliness of deliverables. Assists stakeholders in determining schedule and resource requirements. Communicates challenges or issues that arise to the appropriate individuals, offices, etc., and assists with and/or monitors progress related to resolution.

• Uses established data collection systems to input information used for tracking data related to the efficiency and effectiveness of the PRP.

• Prepares and provides written and oral progress reports to the Program Director and other Program Officials at routine intervals and by request.

• Other duties as assigned.

Education
BA/BS or equivalent work experience required; advanced degree preferred.

Experience
4 years project management experience with at least 2 years in research & development and a working knowledge of the clinical trial start up process. Detailed knowledge of: project planning, tracking, resource management, project planning and scheduling tools, and cross-project analyses. Familiarity with VA and other Federal regulations regarding human subjects’ research and clinical trials. Familiarity with VA and the VA affiliated non-profit corporations’ processes associated with clinical trials. High level of familiarity and comfort with use of Microsoft Office applications to include Excel, Word, and SharePoint.

Critical Competencies
Understanding of clinical trial development/trial execution required. Knowledge of project planning, tracking, resource management
Project management
Customer service
Communication
Adaptability