



Clinical Trial Recruitment and Retention Specialist

Position Number: CTRRS.0921

Cancer Research And Biostatistics (CRAB) is a non-profit organization whose purpose is to help conquer cancer. The tools and expertise we bring to clinical trials development include biostatistical principles, oncology clinical trials expertise, data management and monitoring capabilities, electronic data capture solutions, education, support, and training.

Position Summary:

The Clinical Trial Recruitment and Retention Specialist provides support to the SWOG Cancer Research Network (a worldwide network of researchers conducting cancer clinical trials), investigators, and staff for clinical trial recruitment and retention. The Clinical Trial Recruitment and Retention Specialist provides overall leadership in directing the company's clinical trial recruitment, retention, and adherence activities, and is responsible for expanding CRAB and SWOG's relationships with divisions of the National Cancer Institute, The Hope Foundation, patient advocates, and patients with respect to cancer clinical trial information. This position initiates, develops, and coordinates recruitment and retention strategies, materials, and training for therapeutic, cancer control and prevention clinical trials. This position requires sound judgment, diplomacy, and discretion. The Recruitment and Retention Specialist collaborates with SWOG operations, study teams, and training coordinators to ensure materials meet federal regulations, SWOG guidelines, and protocol requirements. This position reports to the Data Management Program Director for Cancer Control Studies.

Primary Duties and Responsibilities:

- Develops, coordinates, and supports activities to promote recruitment, adherence, and retention of patients for SWOG clinical trials
- Develops and maintains standard operating procedures for clinical trial recruitment and retention
- Reviews study enrollment reports and projections and implements appropriate strategies to meet target accrual and adherence goals
- Consistently exercises sound judgment and discretion writing recruitment and adherence materials that conform to regulatory standards including HIPAA and OHRP requirements
- Participates in multiple therapeutic, cancer control and prevention research committees as well as special interest committees (digital engagement, patient advocates, recruitment and retention)
- Responsible for understanding multiple study protocols
- Provides input and guidelines during study development to proactively address recruitment and retention issues
- Collaborates with National Cancer Institute researchers, medical professionals, and patient advocates on patient recruitment issues, strategies, and dissemination of cancer clinical trial information
- Participates in and liaises with national working groups to identify and streamline patient recruitment and retention challenges, priorities, and best practices
- Provides patient recruitment and adherence education, training, and advice to researchers, physicians, nurses, and clinical trial staff that conforms to regulatory requirements and Good Clinical Practices (GCP)
- Maintains a resource library of articles and information on recruitment and retention issues
- Supports Diversity, Equity and Inclusion (DEI) initiatives for SWOG leaders, members and recruitment of minority and underserved populations

- Collaborates with the SWOG Recruitment and Retention Committee (RRC) chair, subcommittees and committee members on meetings, education events, and strategies
- Serves as staff liaison to the SWOG Recruitment and Retention Committee (RRC) and its working groups
- Works with the RRC and SWOG communications manager to update RCC web page content
- Works with study teams and patient advocates to develop and review recruitment materials and strategies
- Collaborates with the SWOG training coordinator and SWOG communications manager, develops scripts and negotiates production and editing of videos, websites, and other digital strategies to promote cancer clinical trials
- Collaborates with the SWOG training coordinator, coordinates and participates in training and relevant committee meetings at SWOG semiannual meetings
- Collaborates with RRC Committee members and SWOG Publications Manager on publications and presentations
- Attends national meetings on recruitment, prevention, treatment, and survivorship issues
- Performs other duties as assigned

Required Qualifications:

- Master's degree in behavioral science, public health science, health education, or related field; commensurate experience in the position's areas of responsibility may substitute for a degree
- Minimum 2 years of experience in a medical setting with research, tumor registry, or large-scale clinical trial recruitment and retention
- Effective verbal and written communication skills, and ability to write, review, and edit materials for lay and professional audiences
- Well-developed interpersonal skills and the ability to work independently and with co-workers, study team members, leadership, and external constituents
- Ability to accurately and efficiently handle multiple tasks simultaneously and adapt to changes in responsibilities and workloads
- Proficient in Microsoft Office (Word, Excel, Outlook, Power Point)
- Ability to travel as required

Desired Knowledge, Skills and Abilities:

- Experience in an oncology setting preferred
- Experience applying and developing materials for clinical trial staff training and patient education
- Knowledge and experience in the use of communication strategies and social media related to clinical trials
- Experience preparing budgets and/or research grants
- Knowledge and experience with underrepresented and diverse populations
- Familiarity or experience with clinical trials and NCTN/NCORP network structure
- Spanish language proficiency a plus

This is a full-time position and is Exempt from state and federal overtime regulations.

Employment authorization is required.

Travel/relocation expenses will not be provided for this position.

CRAB is an Equal Opportunity Employer.

In your cover letter, describe how your skills and experience match the qualifications for the position.

To apply, submit resume and cover letter with position number via mail, fax or email to:

Cancer Research And Biostatistics

Attn: Hiring Coordinator

1505 Westlake Ave N, Suite 750

Seattle, WA 98109-6244

Fax: (206) 342-1689

crabjobs@crab.org

Posting Date: September 14, 2021

Closing Date: open till filled