

# Clinical Research Coordinator

**Regular Full-Time | Professional**

**Foundation Germantown – Germantown, TN**

**Requisition ID: 3065**

**Note:** CV and Cover Letter are required with application for this position.

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## Dimension / Scope of Position

The Campbell Clinic Foundation Clinical Research Coordinator (CRC) plays a vital role in advancing orthopedic medicine and patient care, both locally and globally. Embracing a culture of collaboration and innovation, this individual will work closely with internal teams and external partners—including industry leaders and healthcare institutions worldwide—to drive impactful research and improve patient outcomes.

The CRC is responsible for coordinating clinical research studies, facilitating patient participation, and preparing, submitting, and tracking documentation of research studies. In addition, the CRC ensures compliance with local and federal regulations, protocols, and safety monitoring through process audits.

The CRC advises research personnel regarding study design, study procedures, data abstraction, and data storage, while supporting, facilitating, and coordinating daily research activities. This role plays a critical part in the conduct and success of clinical research studies.

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## Overview: The Campbell Clinic Foundation

The Campbell Clinic Foundation is an independent, non-profit 501(c)(3) organization with a mission to enhance the quality of life for patients through the science of orthopaedic medicine, with a strong commitment to education, research, and community healthcare.

Foundation staff members strive to uphold five core values: **capable, collaborative, conscientious, courageous, and curious**. We foster a dynamic, forward-thinking team culture and workplace.

The Foundation is affiliated with Campbell Clinic Orthopaedics, with clinical research conducted across multiple subspecialties and clinic locations, in partnership with dozens of healthcare organizations. Campbell Clinic is an international leader in sports medicine, pediatric orthopaedics, joint replacement, orthopaedic oncology, orthopaedic trauma, physical medicine and rehabilitation, and surgery of the hand, hip, foot, knee, shoulder, and spine.

We honor a century-long legacy of teaching, leading, and innovating in orthopaedic medicine and healthcare. This position is based in **Germantown, TN**.

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## **Essential Functions & Reasonable Accommodations**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

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### **Essential Functions**

- Prepare IRB submissions, proviso resolutions, revisions, and continuing reviews utilizing in-depth knowledge of human subject protections, protocol requirements, Good Clinical Practices (GCP), and regulatory compliance per local and federal regulations
- Manage all aspects of investigator-initiated studies, multicenter studies, and industry-sponsored trials, including essential documentation, investigational product accountability, and monitoring oversight
- Maintain all data and source documentation, adverse event reporting, and regulatory files
- Review clinical study agreements, protocols, and budgets for feasibility and compliance
- Apply GCP guidelines and principles of Human Subjects Protection throughout study conduct, including screening, recruitment, consent, visit completion, and safety monitoring
- Access medical records (including electronic records) for research data and assist with data abstraction within IRB approvals
- Enter study data into designated electronic platforms per protocol requirements
- Coordinate and communicate with principal investigators and research teams, providing education and support to internal and external partners
- Participate in and lead subspecialty research meetings, including the Campbell Foundation Research Committee, and track project and submission status
- Remain calm and focused while managing high workloads and pressing deadlines
- Meet deadlines consistently, work independently, demonstrate innovation, and proactively solve problems
- Build rapport and trust with research subjects, personnel, and partners
- Maintain strict confidentiality of research records in compliance with Foundation standards and federal regulations
- Facilitate data collection and analysis and provide study progress updates as required
- Assist with preparation of oral and written presentation materials
- Maintain regular and predictable attendance
- Work cooperatively with others
- Communicate fluently in written and spoken English in a manner easily understood by patients

- Perform other duties as assigned
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## **Skills & Abilities**

### **Experience:**

- Minimum of 2 years in a clinical and/or healthcare setting
- At least 1 year of research experience required

### **Education:**

- Bachelor's Degree required

### **Language Skills:**

- Effective verbal and written communication in English

### **Computer Skills:**

- Proficiency with word processing, spreadsheets, and electronic data capture systems

### **Mathematical Skills:**

- Basic arithmetic skills

### **Reasoning Ability:**

- Ability to identify and resolve problems promptly

### **Certifications & Licenses (Preferred):**

- Current Tennessee RN license
- Clinical Research Coordinator certification (CCRC or CCRP)
- Basic Life Support (BLS) certification

### **Additional Skills:**

- Knowledge of federal research regulations including 21 CFR 50 and 45 CFR 46 preferred
  - Familiarity with medical terminology and medical codes required
  - Knowledge of orthopaedic pathology and surgery preferred
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## **Benefits Summary**

Campbell Clinic offers a comprehensive benefits package to support employees and their families, including:

- Medical, Dental, and Vision Insurance
  - HRA Option
  - Flexible Spending Account
  - Basic and Voluntary Life Insurance
  - Long-Term Disability
  - Voluntary Short-Term Disability
  - Accident and Critical Illness Insurance
  - 401(k) with Matching and Profit Sharing
  - Employee Assistance Program
  - Paid Time Off
  - Eight (8) Paid Holidays
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## **ADA Disclaimer**

This job description reflects the essential competencies required for the position. For ADA purposes, reasonable accommodation requests will be reviewed on a case-by-case basis.

## **Apply at:**

<https://campbell-foundation.org/job-opportunities/>

Or

Email: [info@campbell-foundation.org](mailto:info@campbell-foundation.org)