

NORTHWELL HEALTH

HUNTINGTON HOSPITAL

JOB DESCRIPTION

JOB TITLE : ADMINISTRATIVE DIRECTOR, CLINICAL RESEARCH

DEPARTMENT : VARIOUS RESEARCH DEPARTMENTS

FTE 0.5 7AM-3PM (FLEXIBLE SHIFTS)

REQUISITION 000ZTT- POSITION #10098174

REPORTS TO : DONNA TANZI, MPS, RN, NE-BC

POSITION SUMMARY	Assists in the development and operational management of all clinical research programs in an assigned department. Coordinates resources to achieve the goals of conducting responsible research. Ensures the efficient and compliant operational performance of the department and all related entities. Develops support systems for referrals, patient management and business management including budgeting and staffing. Supports revenue cycle functions and quality excellence initiatives.
RESPONSIBILITIES	<ul style="list-style-type: none">* 1. Grant Management Activities Oversees all phases of grants management including informational, financial and budgetary management; strategic and long-term planning; and oversight to support the daily research operational goals of the Department.<ul style="list-style-type: none">• Identifies projects within the Department that are well suited for our patient population and faculty expertise.• Identifies granting agencies (government, industry, foundation, etc.) that could fund our research mission.• Works closely with faculty to encourage and prepare grant submissions for clinical research.• Prepares grant applications suitable for submission to these funding agencies.• Prepares submissions to the IRB and serves as the primary point of contact for the IRB for all matters relating to clinical research within the department.• Consults with the Grants Management Office for all applications and adheres to federal regulations, terms and conditions of awards, and institutional policies and procedures.* 2. Research Development Activities Plans, directs and coordinates program activities to ensure goals and objectives are accomplished within prescribed time-frames and the expectations of the funding agencies. Develops implements and oversees all clinical trials including the development of final research protocols, data management and trial management plans.<ul style="list-style-type: none">• Assists faculty and students with protocol development.• Facilitates communication between investigators and statisticians in order to obtain relevant research data.• Compiles research data, statistics, etc. and drafts/writes research articles for review.• Prepares research articles for submission to publications.• Establishes and ensures effective reporting and communications

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	<p>between program components, sites and teams.</p> <ul style="list-style-type: none"> • Directs regularly scheduled reporting to program leadership, sponsors and program team. • Coordinates training, quality assurance and site evaluations. • Oversees program funding and ensures proper expenditure, tracking and reporting on financial status. <p>* 3. Operational Management Collaborates with facility, department, and the Feinstein Institute leadership to develop, implement and monitor strategic plans and operational/financial performance including development, marketing, educational programs and relationships with external sponsors.</p> <ul style="list-style-type: none"> • Works with administrative leadership, chair, physicians and other clinical personnel to develop implement and oversee the clinical research programs within the Department. • Selects, develops, manages and evaluates the other members of the Clinical Trials team. • Ensures compliance with government laws and regulations and standards, rules and regulations of various accrediting and approving bodies. • Collaborates on Performance Improvement programs within Department and system hospitals. • Directs effective utilization of the department’s resources including staffing, space and budgets. • Monitors and is responsible for the budgetary performance of the clinical research components of the department and communicates the same to departmental administration. • Develops growth objectives, space allocation, and procurement of equipment, data planning, and capital requirements. • Serves as a liaison with Administration in planning, developing, implementing and evaluating operations. • Assists in the preparation and monitoring of annual budgets - operational, personnel and capital. • Oversees scheduling (vacation, holidays) and ensures adequate coverage at all times. Performs related personnel functions. • Ensures staff members in clinical research divisions understand their roles and responsibilities. Supports continued growth of staff and offers opportunities for advancement. • Acts as a liaison between attending physicians and patients when needed. • Performs related duties, as required. <p>*ADA Essential Functions</p>
<p>REQUIRED EXPERIENCE AND QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Bachelor’s Degree in Business Administration, HealthCare Administration or a clinical or scientific discipline, required. • Minimum of seven (7) years progressively responsible clinical research experience, required. Senior level administrative experience highly preferred. • Extensive knowledge of clinical research operations and budget management, required.

Department Head Signature

Date

Human Resources Signature

Date