Job Posting August 2017

**The National Hemophilia Foundation** is dedicated to finding better treatments and cures for inheritable bleeding disorders and to preventing the complications of these disorders through education, advocacy and research. Established in 1948, we are based in New York City with chapters throughout the country. NHF’s programs and initiatives are made possible through the generosity of individuals, corporations and foundations as well as through a cooperative agreement with the Centers for Disease Control and Prevention (CDC).

NHF is now looking for a **Research Nurse Specialist** to join our team. The Research Nurse Specialist and reporting to the Head of Research, will coordinate and oversee clinical operations of research projects. Responsibilities include but are not limited to participating in assessing, planning, implementing and evaluating new investigator-initiated and industry-sponsored clinical research studies; recruiting and managing clinical study participants according to study protocol criteria in compliance with IRB regulations; and assisting Project Managers and Principal Investigators in the design and development of research projects.

The position will serve as a liaison between all project investigators and international participants in a global initiative to advocate for better treatment and services available to people with bleeding disorders. An important function of this role is project management – owning the workflow logistics to ensure its completion on time and within budget. Other responsibilities include, but are not limited to;

- Manages NHF research data collection for all studies
- Coordinates and assists in grant and budget development; work with other NHF departments to ensure pre-studies are properly reviewed and approved
- Prepares and submits IRB-required documents, including Informed Consent and HIPAA forms; coordinates and ensures timely IRB submissions
- Develops, reviews, and submits required documentation to a Human Subjects Research Office (HSRO) to ensure successful approval of research protocols
- Collaborates, implements, monitors, and manages all data for national research projects in which NHF may be participating in and maintains needed data.
- Coordinates clinical study activities:
  - When appropriate, obtains and reviews medical records for potential research subjects
  - Recruits clinical study subjects
  - Instructs potential research subjects, responsible family members, and physicians, nurses, and allied health staff involved in care of subjects, on all aspects related to the research studies
  - Educates subjects concerning research study objectives and explains informed consent procedures, including HIPAA authorizations to research study subjects; obtain subjects written consent with the assistance of the Principal Investigator and/or co-investigators
  - Provides emotional and educational support to research subjects and serve as liaison between them and the investigators
  - Oversees the preparation and shipment of biological specimens to reference laboratory
  - Manages data collection of bleeding disorder patients using all involved software systems such as: Clinical Manager/ATHN, HTRS, Universal Data Collection through the CDC, the ATRS, and all other associated research data banks.
  - Extrapolates and analyzes data from all software systems to generate reports, statistics, and monitor trends to report on research studies

**Qualifications for this unique opportunity:**

- Bachelor’s in Nursing - Master’s degree in Nursing preferred
- Current/valid Registered Nurse License
- CITI and Good Clinical Practices (GCP) certification
- Familiarity with Federal regulations as they relate to clinical research and the protection of human subjects.
Five years of nursing experience in the bleeding disorders population
Experience in research at a medical school, clinic, hospital or large group practice environment preferred
Excellent interpersonal communication skills are required as well as demonstrated individual and team leadership skills
Excellent written and communication skills, bilingual skills preferred
Moderate to advance computer skills and literacy.
Experience with SPSS, SAS, Stata or R preferred
Development and delivery of reports and presentations using MS Word, Excel and PowerPoint
Proven organizational and project management skills

***Position can be performed remotely from any State. Not necessarily reside in NYC***

The programs and initiatives of the National Hemophilia Foundation are staffed by talented individuals who have the passion, drive and skills necessary to fulfill our mission. NHF is an Equal Opportunity Employer, appreciates and values individual differences and welcomes diversity in its broadest definition. We are committed to promoting an inclusive organizational environment of dignity and respect.

In order to attract and retain a high performance workforce, we offer a dynamic and rewarding work environment, an excellent benefit package and salary that is commensurate with industry standards.

If you are interested in this opportunity please send your resume, cover letter and salary requirements to jobs_nhf@hemophilia.org. No phone calls please.