



NATIONAL HEMOPHILIA FOUNDATION

for all bleeding disorders

JOB DESCRIPTION

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of NHF.

Job title	<i>Clinical Research Education Specialist</i>				
Reports to	<i>Head of Research</i>				
Department	<i>Research</i>				
FSLA Status	<i>Exempt</i>	Job Code	<i>S10</i>	Salary Grade	<i>7</i>

Job purpose

Plan, design, develop, initiate, evaluate, and manage all aspects of the Research Department projects in coordination and collaboration with other Research Staff: specific responsibilities to include MyBDC's education platform. Responsible for co-directing all aspects of research development and oversight including QI projects, new research projects, virtual advisory boards, survey development, and the awards/grants program. Co-management of the MyBDC Initiative with specific attention to educational needs. Provide ongoing program support for the NHF Research Team, to include leading the recruitment and education of participants for programs and initiatives.

Duties and responsibilities

Provides direction for all components and aspects of programming for the Research Department including research, health care issues, content development, needs assessment, etc. Establishes educational topics and curriculum for inclusion into the MyBDC platform.

- Advocates for all issues of importance including research opportunities within the bleeding disorders community at a local, regional, national and if appropriate, international level.
- Maintains current knowledge of the latest research, trends, and issues in the care of bleeding disorders patients.
- Participates in the design and development of research department programming, initiatives, policies and procedures.
- Manages NHF's Community Research Network (CRN) Services consisting of Virtual Advisory Boards, focus groups, and other relevant bleeding disorder community members gatherings to gain insight and input from community on clinical trial design, marketing, educational programming/gaps, survey gaps, and other areas identified of interest for the Research Department/MyBDC research topics, curriculum, marketing strategies and evaluations.
- Seeks funding opportunities to support the research department's initiatives and MyBDC's platform.
- Manages the Research Department/MyBDC website to effectively communicate our mission, goals, objectives.
- Creates content for social media to be posted regularly.
- Creates and manages a marketing plan and strategy for MyBDC
- Manage Internal Review Board (IRB) to include research and/or quality initiative submissions and directly communicate with IRB representatives for issue resolution.
- Oversight of all grant/fellowship programming to include application and review process.

- Develops and conducts group presentations for all aspects of the Research Department/MyBDC and its educational components to the Bleeding Disorders Community.
- Leads multi-departmental teams involved in Research Department projects.
- Researches, develops, and designs educational content for MyBDC platform and dashboard based upon results of needs assessments including (but not exclusive of) gender issues, age, disorder, culture, language, etc.
- Identifies and links appropriate educational content from other sites (including NHF and CDC) to MyBDC.
- Develops and disseminates health education strategies incorporated within MyBDC, to those affected with bleeding disorders, NHF Chapters and HTCs.
- Investigates and implements CME opportunities for healthcare providers through MyBDC.
- Develops content and resources for MyBDC participants such as brochures, print materials, videos, online materials, social networking, podcasts etc. to increase awareness of MyBDC as well as to disseminate educational information to targeted populations.
- Identifies and trains staff, participants, and ambassadors on the MyBDC platform, it's contents, and how to utilize personal dashboards most effectively.
- Publicizes and markets the value of MyBDC and its educational components to the Bleeding Disorders Community through Chapter events, Zoom meetings, and any offered modality. Fosters networks and connections of all capacities with relevant resources for ongoing support.
- Continually evaluates the effects of MyBDC's educational platform for participants and their community. Updates education as the needs arise and are identified.
- Other duties as assigned.

Qualifications

- Master's degree in nursing, public health, or education required, doctorate preferred. Experience in program development, health care, research, and marketing.
- Five years' experience in the health care field, clinical research principles, and health care education. Practical experience in masters and doctorate level training can be included if applicable to the aforementioned responsibilities and duties.
- Completion of the Collaborative Institutional Training Initiative's (CITI) and Good Clinical Practices (GCP) web-based training program concerning the protection of human subjects in research preferred. If not certified at time of employment, must complete within first 6 months of employment.
- Familiarity with Federal regulations as they relate to clinical research and the protection of human subjects.
- Experience with new program development, implementation, and evaluation of outcomes and continued program success.
- Proficient in Zoom, Microsoft Office Software, Excel, and must be readily adaptable to learning new software programs.
- Able to work in collaboration with Industry partners, Payor partners and Hemophilia Treatment Centers (HTCs) throughout the US.
- Must have the ability to prioritize daily tasks, handle multiple simultaneous projects and requests, and have excellent organizational skills.
- Strong project management skills with demonstrated ability to handle multiple projects concurrently.
- Excellent communication skills including ability to present to groups
- Excellent interpersonal skills as well as demonstrated individual and team leadership skills.

- Must be able to work in all modalities (print, video, social media, etc.) and with all technologies (smartphone, tablet, computer, etc.).
- Must be able to travel periodically as needed for work.
- Under the supervision of the Head of Research. Works closely with the Research Nurse Specialist.

Working Environment/Physical Demands Summary

The person in this position frequently communicates with key employees and stakeholders and must be able to exchange accurate information. Due to such, this position requires the person be able read, write, and communicate fluently in the English language. The person in this position will also be working in a remote office environment and use a computer, telephone and other office equipment as needed to perform duties.

This person will work remotely and must be able to prioritize work details to efficiently perform work functions independently and autonomously with little daily oversight. The employee will encounter frequent interruptions throughout the workday. The employee is regularly required to sit, talk, or hear, frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend and lift up to 30 pounds. The employee will also have a varying schedule to include evenings, and extended hours as business dictates.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Generally, in an indoor office setting

This position can be performed remotely (remote worker). Please refer to NHF's remote-worker policy.

Travel

This position may be requested to travel. Travel is usually outside the local area and overnight.

Direct reports

None

Approved by:	<i>Jordana Zeger, COO</i>
Date approved:	<i>June 7, 2019</i>
Reviewed:	<i>June 2019</i>

ACKNOWLEDGMENT

I have reviewed this job description and I understand all my job duties and responsibilities. I am aware this job description is not an employment contract and that I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I have discussed any questions I may have had about this job description prior to signing this form.

Print Name

Date

Signature