

# **SPONSOR LIAISON**

## ***JOB DESCRIPTION***

(Effective December 22, 2008)

Sponsor Liaisons perform a wide variety of clerical and ministerial tasks to support the Research Director and Clinical Research Coordinators in their efforts to successfully complete study related activities. Sponsor Liaisons have multiple job responsibilities that are integral to the entity mission and success of each research team. Sponsor Liaisons generally work under the direction of the Clinical Research Director.

**Reports to:** Clinical Research Director and Study Investigators

**Classification:** Non-exempt position

### **QUALIFICATIONS/JOB REQUIREMENTS:**

- Ability to work consistently and effectively as part of a high performance work team.
- Ability to effectively devote keen and acute attention to detail.
- Strong written communication skills, including exceptional spelling abilities.
- Strong verbal skills.
- Strong interpersonal skills.
- Highly motivated “self-starter” with the ability to exercise initiative, together with ability to work as a team player as well as independently while managing a variety of study related projects simultaneously.
- Basic knowledge of computer operations and demonstrated computer skills in a variety of software environments (*i.e.*, Word, Excel, Internet).
- Demonstrated ability to operate basic office equipment including, but not limited to, copying machines, facsimile machines, multi-line telephones and personal computers.

### **RESPONSIBILITIES:**

Sponsor Liaisons shall:

- Study, learn and comply with Family Medicine East employee handbook, standard operating procedures, and other policies, practices and regulations where applicable.

## **RESPONSIBILITIES (CONT):**

- Distribute marketing packets to CRAs during monitoring visits.
- QA Regulatory File for Delegation Log and Updates CVs and Licenses.
- Take care of on site monitors. Including finding documents and supplies, scheduling rooms, completing queries and obtaining doctor's signatures.
- Process emails and phone messages from monitors and CRC's dealing with outstanding items.
- Assist monitors with copying as needed.
- Scheduling all monitor visits, close out visits and site initiation visits.
- Send confirmation emails for upcoming monitor visits two weeks in advance.
- Stock monitoring room as needed.
- Maintain updated monitor contact information.
- Review CRA reports concerning on-going studies, as well as those which are closing/closed, for outstanding issues prior to the next visit; discuss with CRC both before and after CRA visits.
- In a timely manner, file all regulatory documents.
- File sign-in logs, in CRC's area, back to patient chart.
- Copy New Study protocol information for Kamie, ie. I/E, schematic, 1572, and protocol title page.
- Every Friday, fax all new study information to AMR headquarters.
- Once a month develop and distribute HRA/FME Newsletter.
- Update Employee Education Logs as needed.
- Update phone list as needed.
- Travel to and perform duties of the position at other Heartland Research Associates, LLC locations when assigned or directed to do so.

**WORKING CONDITIONS:**

- Medical office environment, specializing in family practice. Direct contact with patients, staff and physicians. Exposure to communicable diseases and body fluids, hazardous substances and other conditions common to clinic environment. Exposure to emergency situations.

**ESSENTIAL FUNCTIONS:**

- Ability to lift, push, manipulate equipment which requires strength, gross motor and fine motor coordination. Ability to stand for long periods of time.

**ACKNOWLEDGMENT**

I acknowledge receiving and reading this Job Description, and having the opportunity to ask questions about it and having those questions answered.

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“Employee”

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“Witness”