



**TITLE:** NURSE RESEARCH COORDINATOR **HOURLY: X**  
**DEPARTMENT:** RESEARCH **PART-TIME:** 2-3 days per wk  
**16 – 24 hrs/wk negotiable**  
**DATE:** Revised: June 12, 2023 Tuesdays and Thursdays starting at 8am  
Not Fridays

**JOB SUMMARY:**

The primary responsibility of the Nurse Research Coordinator is to manage many aspects of clinical trials research in a professional, safe and confidential manner. The Nurse Research Coordinator will screen, enroll, and follow participants in HIV/ID research studies for Sponsor-driven protocols conducted at Community Research Initiative of New England (CRI) doing business as AccessHealth MA.

Successful applicants must have sufficient management skills to organize and supervise all aspects of clinical trials with the ability to work independently but also as a team member. The Nurse Research Coordinator is required to have in-depth knowledge of protocol requirements and quality clinical practices as set forth by federal regulations and Good Clinical Practice. As a primary resource, the Nurse Coordinator will work with the Senior Study Coordinator and together will act as liaisons between study investigators, primary care providers, study sponsors and participants. With the Principal Investigator and the Senior Study Coordinator, the Nurse Coordinator will ensure protocol compliance and close monitoring of all research subjects. S/he will be responsible for all data and source documentation, adverse and serious adverse event reporting, work with regulatory to maintain IRB/regulatory files, maintain control and stability of investigational product storage and dispensation; draw, process and ship required laboratory specimens per protocol.

The individual in this position will become an integral part of the research team as well as a representative to the HIV community. The candidate will possess the passion to understand and communicate the clinical research process and a strong interest in learning about cutting-edge therapies in development for the treatment and prevention of HIV/ID. S/he must be able to work as part of a devoted team, understanding and accepting of a variety of individuals and groups, possess a positive outlook, compassion, and demonstrate the ability to be flexible in situations.

**QUALIFICATIONS:**

**EDUCATION AND TECHNICAL TRAINING:**

*Registered nurse or nurse practitioner* with a current license to practice, and at least four (4) years of clinical experience; experience administering injections; experience with HIV medications a plus.

**EXPERIENCE:**

R.N. or N.P. with a minimum of two years' experience in related field. Minimum one year of clinical research experience.

**SKILLS NEEDED/OTHER:** Excellent interpersonal skills are a must. Attention to detail and excellent follow-up. Bi-lingual and outreach skills with diverse communities a plus. Phlebotomy and lab processing skills required – will train in lab processing skills.

## **MISSION STATEMENT**

AccessHealth MA leads the fight against HIV and other infectious diseases. A unique, public health nonprofit, we provide access and support across treatment, prevention, research, and education – all to make Massachusetts a healthier, more equitable place for every resident of the Commonwealth.

**AccessHealth MA IS AN EQUAL OPPORTUNITY EMPLOYER:** AccessHealth MA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, gender, religion, national origin, disability, veteran status, age, marital status, sexual orientation, gender identity, genetic information, or any other class protected by federal or state law (EEO/AA).

## **SUMMARY OF ORGANIZATION:**

Since 1989, AccessHealth MA, (formerly Community Research Initiative of New England) has sponsored community-based research on HIV/AIDS and other infectious diseases. In addition to the research program, AccessHealth MA operates the Infectious Disease Drug Assistance Program (IDDAP) under contract with the Massachusetts Department of Public Health and the Boston Public Health Commission. This program, funded by both federal and state dollars, is one of the most comprehensive programs of its kind in the country, and provides access to HIV- related medications to under- or uninsured clients through the HIV Drug Assistance Program (HDAP). The Comprehensive Health Insurance Initiative (CHII) also provides health insurance for individuals with HIV/AIDS who are otherwise unable to access coverage. HDAP and CHII serve as key programs within the larger umbrella of IDDAP programs. Additional components include coverage of the costs of tuberculosis drugs (TB Drug Assistance Program); an HIV prevention program, the Pre-exposure Prophylaxis Drug Assistance Program (PrEPDAP); and the non-occupational Post-Exposure Program (nPEP), designed to prevent HIV transmission through timely access to medications following potential exposure to HIV.

AccessHealth MA is a mission-driven, non-profit public health organization. Our values aim to support social justice, racial equity, inclusion, diversity, and public health efforts. AccessHealth MA staff share a growth mindset and are committed to doing a better job of fighting structural racism and racial injustice within our organization, for the communities we serve, and in our lives. We support BIPOC, HIV and LBGTQ+ communities and are actively seeking to be better allies to individuals who are part of those communities, by creating equitable access to resources and services. One of the ways we are assessing and addressing our organizational impact on racial equity has been by engaging with All Aces, Inc., a DEI Transformation company with self-learning courses and instructor-guided workshops. All Aces' transformation framework has yielded many benefits for companies engaged in DEI work across various industries. At AccessHealth MA, this work is driven by the leadership of our DEI Task Force. AccessHealth MA supports and stands with Black Lives Matter and recognizes Juneteenth and MLK Day as important holidays. We believe individuals and communities most impacted by HIV and other infectious diseases should lead this work. We highly encourage BIPOC, trans and gender diverse, queer, HIV-positive, TB survivors, those in recovery, those with prevention experience, people with disabilities, people with sex work experience, and those with lived experience to apply.

Please submit a cover letter and CV to [jobs@accesshealthma.org](mailto:jobs@accesshealthma.org) by 6/26/23.