Job Description

Job Title: Clinical Research Coordinator (Health Education/Interventionist)

Department: MED – Preventive Medicine

Job ID: 34698  Percent Full Time: 100

Location: Chicago Campus  Grade: EXS 5

Job Summary:

The position is for the Health Educator/Interventionist who will assist in implementing and evaluating a National Cancer Institute funded system-wide tobacco dependence treatment program that is integrated within the Robert H Lurie Comprehensive Cancer of Northwestern University. As a part of a multidisciplinary team, the successful candidate will assess, document, and treat tobacco use/dependence in cancer patients and cancer survivors, consistent with the National Comprehensive Cancer Network clinical practice guidelines for smoking cessation. The guidelines can be found at http://www.jnccn.org/content/14/11/1430.full.

Specific Responsibilities:

Technical

- Lead an educational program for providers and staff focused on: harms of continued tobacco smoking, the benefits of quitting, the National Comprehensive Cancer Network practice guidelines, and the services provided by the tobacco cessation treatment program
- Manages and ensures completion of study activities per protocol. Collaborating with nursing staff ascertains eligibility requirements; interviews participants & obtains social & medical histories
- Assist in delivering in-person and telephone-based behavioral smoking cessation counseling, along with mailed self-help print intervention material as indicated.
- Connect patients with free treatment resources outside of Northwestern, including the Illinois Tobacco Quitline and National Cancer Institute (QuitPal and SmokeFreeTXT).
- Obtain Tobacco Treatment Specialist certification and recertification through the Mayo Clinic or another training program accredited by the Association for the Treatment of Tobacco Use and Dependence (training fees and travel covered by Northwestern)
- Complete credentialing through Northwestern Memorial Hospital to see patients and access the electronic medical record system (Epic). A health screening, covered by Northwestern, will be required as a part of the credentialing.

Data

- Manages project data including processing, accuracy, analysis & evaluation of data ensuring that results meet project information and deliverable objectives. Partners with internal/external
project and IT staff to create, review, analyze, interpret, summarize and prepare progress & final reports.

- Provides consultation to internal/external project staff on appropriate data management, methodological issues and analysis of data.
- Assess and document tobacco use among new/active cancer patients and cancer survivors who are in follow-up care.

**Administrative**

- Manages project, collaborating and partnering with all internal/external staff including sponsoring agencies, organizations &/or other research &/or educational institutions to ensure project objectives and timelines are attained. Advises project staff on enhancements and changes to processes, practices, and procedures to ensure compliance with protocols and to increase effectiveness and efficiency of project.
- Manages day-to-day project operational & business functions; implements existing policy & ensures the effective, compliant, & efficient completion of daily administrative operations.
- Ensures appropriate and timely compliance with associated local, state, & federal regulatory guidelines, requirements, & laws; & research protocols.
- Serve as a contact and resource person for providers and clinical staff inquiring about tobacco treatment options within and outside of the Robert H Lurie Comprehensive Cancer Center.

Performs other duties as assigned.

**Minimum Qualifications:**

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor’s or higher degree in a major such as social or health science or related; OR appropriate combination of education and experience and 2 years’ research study or other relevant experience required; OR
- Successful completion of a full course of study in an accredited college or university leading to a master’s or higher degree in a major such as social or health science or related; OR appropriate combination of education and experience and 1 year research study or other relevant experience. Supervisory or project management experience required.
- Must complete Northwestern’s IRB CITI training at the start of employment and must re-certify every 3 years.

**Minimum Competencies:** (Skills, knowledge, and abilities.)

- Ability to work collaboratively within healthcare teams.

**Preferred Qualifications:**

- Baccalaureate degree in health education, public health, psychology, or a related field.
- One to three years of health education or behavior change counseling experience in a healthcare organization or related setting.
- Experience in a medical oncology setting or outpatient alcohol/drug addiction setting.
- Experience in behavioral counseling for health behavior change.
Preferred Competencies: (Skills, knowledge, and abilities)

- Strong interpersonal and communication skills.
- Plans, organizes, and schedules in an efficient, productive manner.
- Motivational interviewing applied to health behavior change.
- Behavioral counseling for tobacco dependence.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.

Questions?

For consideration, current employees must submit an online application. For specific questions about this position, current employees may contact Ivy Wong at ivy.wong@northwestern.edu. External candidates should be directed to apply via Northwestern’s career site at careers.northwestern.edu