



## **JOB OPPORTUNITY**

### **Clinical Research Coordinator (2 positions)**

Advancing New Standards in Reproductive Health (ANSIRH) seeks two Clinical Research Coordinators (CRCs) to conduct participant recruitment and data collection in English and Spanish for the ADAPT (Attitudes and Decision-making After Pregnancy Test) Study. The ADAPT Study is a longitudinal study examining women's pregnancy decision-making and the effects of pregnancy on women's lives. We will recruit approximately 2,200 non-pregnant women at risk of pregnancy from participating family planning, primary care, and abortion facilities in the Southwest (i.e., Arizona, Nevada, New Mexico, and Texas). Participants will be followed with confidential surveys administered electronically (online) and / or by phone. The CRC will be responsible for carrying out recruitment, eligibility screening, and informed consent processes, as well as administering baseline and follow up electronic surveys and / or conducting phone interviews, maintaining secure electronic databases, protecting confidential information, and responding to training and quality improvement measures. The research investigators, project director, and other team members will be based primarily at ANSIRH's research office, located in Oakland, California.

We will consider applications from candidates who are willing to spend 4-6 weeks at a time in healthcare facilities in the states listed above. Surveys include sensitive topics such as pregnancy intentions, contraceptive behaviors, and abortion. Comfort discussing these issues and interacting in a positive and sensitive manner with individuals receiving or providing reproductive healthcare services, as well as full fluency in Spanish, are essential.

The CRC will perform independently or with general direction at the fully operational journey level of the series to execute, manage, and coordinate research protocols, as directed by the project director and / or principal investigators (PI); may coordinate the data collection and operations of the study under the guidelines of research protocols, UCSF, and regulating agency policies. **Please do not contact the investigators directly regarding this job posting.**

#### **Required Qualifications**

- HS graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities
- Valid driver's license for self-transport by rental car as needed
- Full fluency in English and Spanish languages (oral and written)
- Willingness and ability to travel and work away from home for a number of weeks or months at a time
- Comfort being present in reproductive health clinics and discussing reproductive health issues, including contraception and abortion, without imparting judgment or bias to study participants
- Highly organized; demonstrated ability to maintain attention to detail while multitasking
- Strong interpersonal skills. Excellent, effective verbal and written communication skills to coordinate with subjects, team members, other departments and outside institutions. Skills to communicate complex information in a clear and concise manner both in writing and verbally, when working with a diverse subject population

- Ability to work well independently, complete projects in a timely manner, and prioritize multiple projects to ensure the completion of essential tasks by deadlines
- Ability to work independently and use excellent judgment about when to seek support or guidance

### **Preferred Qualifications**

- Bachelor's degree in public health, psychology or similar field, or equivalent experience
- Minimum one year of experience working in a research, health, reproductive health, or social service setting that serves low-income, underserved populations
- Experience conducting research interviews or administering surveys in English and Spanish
- Experience using Qualtrics, Salesforce, or similar electronic data collection and management systems
- Flexibility to work non-business hours
- Experience and ability to work and interact positively with people from diverse backgrounds
- Understanding of patient population to create rapport and a relationship, while also giving insight to what is realistic and appropriate for patient participation
- Knowledge of medical terminology, research policies and guidelines, and data management and security measures
- Knowledge of UCSF and departmental policies for dealing with reimbursement, guidelines for research, confidentiality and HIPAA regulations, following the UCSF mission statement and purpose for research, and a clear understanding of policies and procedures on patient safety and confidentiality (electronic and hard copy medical records, patient charts, communication, etc.)
- Experience applying the following regulations and guidelines: Good Clinical Practice Guidelines, Health Information and Accountability Act (HIPAA), the Protection of Human Research Subjects, CHR regulations for recruitment and consent of research subjects, Effective Cash Handling Procedures

**To learn more about these positions and apply, visit [UCSF Jobs](#).**

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### **ANSIRH**

Advancing New Standards in Reproductive Health (ANSIRH) is a collaborative research group at UCSF and a program of the Bixby Center for Global Reproductive Health, a multi-disciplinary academic center focused on the most pressing need for adolescent sexual health, family planning, abortion policy, maternal health and sexually transmitted infections. The Bixby Center is a key research entity of the Zuckerberg San Francisco General Hospital (ZSFG) Division of the Department of Obstetrics, Gynecology and Reproductive Sciences (Ob/Gyn & RS) at UCSF.

At ANSIRH, we conduct innovative, rigorous, multidisciplinary research on complex issues related to people's sexual and reproductive lives. Our work is informed by understanding of the role that structural inequities play in shaping health. We believe in the importance of research in advancing evidence-based policy, practice, and public discourse to improve reproductive wellbeing. We envision a world in which all people have the resources, support, and freedom to achieve reproductive wellbeing. We value integrity, collaboration, innovation, cultivation, and justice.

ANSIRH is committed to building and supporting a diverse and inclusive workplace. As UCSF employees, ANSIRH faculty and staff have access to a comprehensive benefits package (retirement, health, dental, commuter, etc.), as well professional development opportunities, wellness programs, and many other benefits (<https://ucnet.universityofcalifornia.edu/working-at-uc/index.html>). In addition, ANSIRH prioritizes continuous learning, work-life balance, and employee engagement.

## **OBSTETRICS, GYNECOLOGY & REPRODUCTIVE SCIENCE**

The Department of Obstetrics, Gynecology and Reproductive Sciences (Ob/Gyn & RS) is a major academic Department in the School of Medicine, engaged in clinical, research, and training activities at the Parnassus, Mt. Zion and San Francisco General Hospital (SFGH) campuses, as well as satellite locations throughout the Bay Area, with an annual operating budget of \$77.2 million and the new Betty Irene Moore Women's Hospital at Mission Bay. The OBGYN Department has 102 full-time faculty, 136 other academic appointees, 39 post-doctoral fellows, 20 clinical fellows, 36 residents, 136 voluntary clinical faculty, and 266 staff. The mission of the UCSF Department of OBGYN & Reproductive Sciences is to improve the lives and health of all women through excellence, innovation and leadership in Patient Care, Scientific Discovery, Education, Advocacy. "Leading the way in women's health."

### **ABOUT UCSF**

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.