Study Coordinator

TITLE: Study Coordinator

LOCATION: The work would be conducted at Beer Yaakov Mental Hospital in Israel, a several minute walk from the Beer Yaakov train stop.

REPORTS TO: MAPS Clinical Research Associate (In Santa Cruz, USA office)

EMPLOYMENT DATES:

Ready to begin in May 2011 and work for duration of the study. Expected completion of almost all the work is May 2012, with about 50 hours over the next year to 2013 (these hours could be done by somebody else if staying available is a problem).

HOURS:

This is a contract part-time position 6-15 hours per week depending on meetings and monitoring visits. An average week would include about 10 hrs as a study coordinator. The total expected work hours over the course of the study are about 350 hours. 300 hours will be completed from May 2011 to May 2012, with about 50 hours over the next year for the final follow-up evaluation one year after the last MDMA session.

SUMMARY:

Study Coordinator will provide support in daily operations for one clinical trial. Support will involve administrative work for the trial.

TRAINING:

MAPS staff, and Kamila Novak, Antaea Medical Services, will provide training for the study coordinator tasks. This training will take about one to two days and will count as paid working time. Part of the training will be over Sykpe and part in person.

RESPONSIBILITIES:

- Complete Case Report Forms using Source Records
- Print and distribute study documents and instructions to investigators
- Obtain signatures on essential documents from investigators
- Maintain the investigator site file of essential documents
- Organize and attend Investigator Meetings
- Arrange travel of subjects
- Track and provide updates on study progress to MAPS

- Liase with investigators to obtain clarifications and follow-ups
- Meet with study monitor approximately monthly for monitoring visits
- Pack and ship study files to MAPS in the USA

QUALIFICATIONS:

- Fully bilingual in English and Hebrew
- Interest in gaining experience working on a pharmaceutical clinical trial
- Excellent follow through and time management
- Strong communicator, both verbal and written
- Computer-literate
- High attention to detail
- Ability to prioritize daily workload and follow through productively
- Comfortable working independently and as part of a team
- 2+ years research experience with clinical experience preferred
- Knowledge of ICH GCP preferred
- Reliable transportation to Beer Yaakov Mental Hospital

COMPENSATION:

Pay $20/hour, no pay for travel to job.

APPLICATION PROCESS:

Applicants should email a resume and cover letter to Berra Yazar-Klosinski, PhD
Berra@maps.org

ABOUT US:

Investigators are conducting a double blind, active placebo-controlled study investigating the use of MDMA-assisted psychotherapy in the treatment of posttraumatic stress disorder. MDMA is a psychedelic drug, also known as Ecstasy. This study is sponsored by the non-profit, MAPS, a membership-based research and educational organization and is being conducted as a pharmaceutical trial under the jurisdiction of the US FDA. MAPS' mission is 1) to treat conditions for which traditional medicines provide limited relief—such as posttraumatic stress disorder (PTSD), pain, drug dependence, and anxiety and depression associated with end-of-life issues—by developing psychedelics and marijuana into prescription medicines; 2) to cure many thousands of people by building a network of clinics where treatments can be provided; and 3) to educate the public honestly about the risks and benefits of these drugs.