



3300 Commercial Ave, Madison, WI 53714 | [www.OnLume.com](http://www.OnLume.com)

## Clinical Research Coordinator

**OnLume Surgical** is creating the future of medical imaging devices for image-guided surgery. We are seeking a highly motivated and creative member to join our collaborative team! The clinical research coordinator will engage in clinical imaging research using fluorescence imaging with the goal to demonstrate value in guiding surgical decisions and improving surgical outcomes. Depending on experience, the position may also entail designing and executing new research projects, and contributing to scholarly publications and presentations.

### Essential Job Duties and Responsibilities:

- Assumes primary accountability for assigned clinical research projects and ensures compliance with applicable regulations, guidelines, and policies for study activities
- Proactively collaborates with the clinical site and Project Manager to draft the study protocol, taking into account the logistics, safety, and site's capabilities
- Manages and executes the overall project scope and timelines; Coordinates with applicable cross-functional teams (e.g., R&D, Operations) to identify goals and scope of clinical study projects
- Manages resources and timelines relating to all aspects of the clinical study start-up and implementation process, including the development and approval of documents such as research protocols, CRO/investigator agreements, and contractual agreements
- Facilitates, attends, and contributes to all key study meetings, including planning and training
- Facilitates the completion of database development, statistical analysis, and study report writing
- Proactively works with sites to ensure all equipment and operational requirements are fulfilled, the study is adequately resourced, and documentation is completed accurately per protocol parameters
- Meets or exceeds client expectations for trial conduct. Handles issues/complaints/suggestions from sites efficiently and effectively in order to maintain customer satisfaction
- Supports data monitoring and coordinates site resolution of any comments/queries raised
- Manages inventory, accountability, and disposal of clinical trial materials, ensuring receipt in a timely manner
- Represents the company in conferences, trade shows, and networking events

### The Ideal Candidate Is/Has:

- Experience in clinical research with knowledge of Good Clinical Practices and all applicable US regulations governing clinical research
- Knowledge of protocol designs, study objectives, and study procedures
- Strong interpersonal and organizational skills
- Excellent communication skills, both oral and written
- Ability to prioritize workloads and work independently while maintaining team focus
- Ability to travel (<10% of the time)

### Required Education and Experience:

- BS or MS in the life sciences, biomedical engineering, or similar field with 3+ years' experience in a research or clinical environment

### This Job Is Ideal for Someone Who Is:

- Collaborative - enjoys passion-driven teamwork, both within the company and with collaborators
- Self-motivated - enjoys working independently
- Innovative - prefers working in unconventional and creative ways



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**Compensation:**

- Benefits for full-time employment include medical, dental, vision, life, and short-term disability insurance, PTO, and holiday pay

**Job Type:** Part-time or Full-time

**COVID-19 considerations:** Remote work is considered temporarily due to COVID-19. As OnLume is an essential employer, some in-person duties will be required with appropriate safety precautions in place.

**EEO/AAP Statement:** OnLume Inc. is an EEO/AAP employer; all business decisions (employment, promotions, compensation, etc.) are made without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity, or any other legally protected status.

**Questions?** Please contact: careers+f328303 at OnLume dot com