

Sarah N. Button

Great Lakes Medical Research
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Sarah N. Button
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Objective

Seeking a full-time Clinical Research Coordinator position at Great Lakes Medical Research
Strongly interested in conducting research in an ethical and safe manner.

Study Coordinator

Experience

2013-Present Great Lakes Medical Research, Westfield, NY

- Familiarity with all study protocols, informed consents, study visit schedules, and regulatory documents
- Day-to-day oversight of investigator-initiated studies, and assistance with the conduct of FDA Trials
- Conduct clinical research studies under the supervision of the Principal Investigator
- Assist with study participant recruitment
- Prepare study participants for clinical research visits
- Assist other research staff and physicians with the completion of study participants visits, including but not limited to administering informed consent, completing source documentation and case report forms, obtaining medical history, taking vital signs, shipment of laboratory specimens, assessing adverse event, dispensing study medication and study drug accountability
- Ensure study participant consent forms are completed for each study
- Ensure that source documents and case report forms are complete after each study visit
- Maintain inventory of all supplies needed for clinical trials including, but not limited to, study drugs and devices, lab kits, and medical supplies
- Attend investigators meetings and conference with Principal Investigator when necessary

Research Assistant

2011-2013 Great Lakes Medical Research, Westfield, NY

- Assist in the maintenance and updating of study data in to electronic data capturing systems
- Assist other research staff and physicians with the completion of study participant visits, including but not limited to taking vital signs, obtaining laboratory samples, shipment of laboratory specimens
- Answering phones and addressing questions from participants as they arise.
- Assist in the management of office schedule including, but not limited to scheduling of office meetings, subject clinical research visits, monitoring visits
- Assist in the maintenance and updating of study enrollment logs and participant contact lists (handwritten and computer-based)

Nursing Assistant

2008-2011 Westfield Family Physicians, Westfield, NY

- Provided for personal care and safety requirements of patients quickly under the supervision of licensed nursing staff
- Assist the nurse with the taking of patient vital signs, including, but not limited to; height, weight, blood pressure, temperature, waist circumference.
- Assist in the processing of laboratory specimens, including but not limited to urine pregnancy test, urine dipstick, glucose testing, occult samples, hemoglobin check, Pro-Time/INR
- Maintain an arranged unit environment with adequate supplies and equipment in order to smooth the progress of staff
- Assist medical personal with office surgery procedures

Medical Records Clerk

1997-2005 Westfield Family Physicians, Westfield, NY

- Pull Charts for next day's visits
- File documents (Lab results/X-ray Reports/Correspondence/Hospital Records) in appropriate

- patient chart
- Copy documents upon request from other facilities
- Review outstanding Physician Referral's and gather documents as needed to complete the referral

Receptionist

2005-2008 Westfield Family Physicians, Westfield, NY

- Greet patients upon arriving at facility
- Review demographic information
- Check insurance eligibility for upcoming appointments
- Take payments for co-payments while keeping an accurate cash drawer
- Answer a multi-line phone system and take messages when applicable

Education

BOCES Adult and Community Education/Phlebotomy January 2012-April 2012

- Completed 75 hours of in class training along with 25 hours of clinical experience

D'Youville College, Buffalo, NY 2007-2009

- Completed over 100 credit hours in nursing courses.

Jamestown Community College, Jamestown, NY 2001-2004

- Associates Degree in Business Administration

Westfield Academy and Central School 2000

Systems Experience

Medent Medical Records

Microsoft Office (Word/Excel/Power Point/Outlook)

Multiple Data Capturing Systems (Medidata/Inform/OC-RDC/DataLabs)

Certification

CITI Good Clinical Practice Curriculum September 2014 - Present

CITI Human Subject Research Curriculum September 2014 -Present

Fundamentals of Clinical Research (ACRP) April 2013

Basic Life Saving for Healthcare Providers December 2012 -Present

Saf-T-Pak Inc, Dangerous Goods Shipping Training November 2013-Present

Phlebotomy certification, April 2012

References

References are available on request.

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