

Oh, the Places You'll Grow! in Research: Your Career and How to Get Where You Want to Go



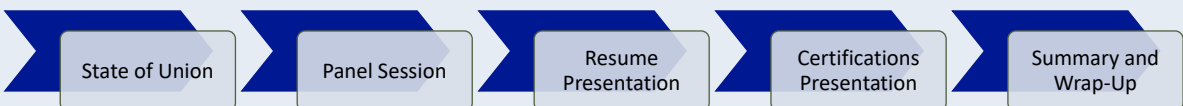
Workshop Plan

The workshop will include a panel on professional development and career mobility, with members from roles including regulatory, quality assurance, management, leadership, and study teams. Also addressed will be resume best practices and certification recommendations.

Objectives

- Identify the variety of roles in clinical research at Academic Health Centers
- Gain awareness of opportunities for career advancement through examples of different paths
- Identify challenges, barriers, and essential career advice
- List the top recommendations for successful resume writing
- Describe relevant certifications for research professionals, the value, and the process for obtaining

Out of Scope: Focus will be on careers within academic medical centers and institutions and not on industry



“State of the Union”

The Clinical Research Professional (CRP)

A bit of history and where we are today



Trends over time impacting the work and role of the Research Coordinator

- Increasing complexity in clinical/human research (designs, etc.)
- Increase in multicenter trials (industry sponsored and otherwise)
- Some decreases in research funding (“do more with less”)
- Increase in oversight of clinical/human research
- Changing and adding requirements
 - Research Regs, guidance, HIPAA, Single IRB, etc.
- Job responsibilities changing → often job descriptions not keeping up
- Increased national attention (thru CTSIs, etc.) to bring new therapies to the public more quickly: “Turning scientific discoveries into health benefits takes too long...”
 - Increase in general awareness of the importance of the CRP role in improving this issue



Clinical Research Professionals

FORUM ON DRUG DISCOVERY, DEVELOPMENT, AND TRANSLATION

ENVISIONING A TRANSFORMED
CLINICAL TRIALS ENTERPRISE
IN THE UNITED STATES

ESTABLISHING AN AGENDA FOR 2020

WORKSHOP SUMMARY

INSTITUTE OF MEDICINE
OF THE NATIONAL ACADEMIES

The Invisible Hand in Clinical Research: The Study Coordinator's Critical Role in Human Subjects Protection

[Arlene M. Davis](#), [Sara Chandross Hull](#), [Christine Grady](#), [Benjamin S. Wilfond](#), and [Gail E. Henderson](#)

J Law Med Ethics. 2002 Fall; 30(3): 411–419.

The Critical Need for Academic Health Centers to Assess the Training, Support, and Career Development Requirements of Clinical Research Coordinators: Recommendations from the Clinical and Translational Science Award Research Coordinator Taskforce

[Lisa A. Speicher](#), [Gregg Fromell](#), [Sue Avery](#), [Donna Brassil](#), [Lori Carlson](#), [Erika Stevens](#), and [Michele Toms](#) on behalf of On behalf of the CTSA Research Coordinator Taskforce

Clin Transl Sci. 2012 December ; 5(6): 470–475

Research coordinator networks and support models among academic health centers in the CTSA consortium

[Sylvia Baerdorf Kassir](#)^{1†}, [Sabune Winkler](#)^{2†}, [Min J. Gianfordo](#)² and [Nancy A. Needler](#)³

Journal of Clinical and Translational Science (2018)

Moving from Compliance to Competency: A Harmonized Core Competency Framework for the Clinical Research Professional

PEER REVIEWED | [Stephen A. Sonstein](#), PhD | [Jonathan Seltzer](#), MD, MBA, MA, FACC | [Rebecca Li](#), PhD | [Honorio Silva](#), MD | [Carolynn Thomas Jones](#), DNP, MSPH, RN | [Esther Daemen](#), BSN, PG, PMP, MBA

Clinical Researcher, June 2014

Impact of implementing a competency-based job framework for clinical research professionals on employee turnover

[Marissa Stroo](#), [Kirubel Asfaw](#), [Christine Deeter](#), [Stephanie A. Freel](#), [Rebecca J. N. Brouwer](#), [Betsy Hames](#) and [Denise C. Snyder](#)

Journal of Clinical and Translational Science, March 11 2020

A CTSA-Sponsored Program for Clinical Research Coordination: Networking, Education, and Mentoring

[Debra S. Brandt](#), M.S.N., R.N.^{1,2}, [Michael Bosch](#), B.S.N., R.N.², [Meg Bayless](#), B.S.N., R.N., C.D.E., C.C.R.C.¹, [Christine A. Sinkov](#), B.S.N., C.C.R.C., R.N.^{2,4}, [Kellie Bodeker](#), M.S.H.S., C.C.R.C.², [Kimberly Sprenger](#), R.N., B.S.⁴, [Karen Johnson](#), B.S.N., R.N.⁵, and [Julie M. E. Gilmore](#), Ph.D., R.D.^{2,7}

www.ctsijournal.com; vol 4 issue 1



Recognition of the need for Professionalization of Coordinator role (“Clinical Research Professional”)

- Growing awareness and call for change at many levels:
 - Government, Grantors, Sponsors, AHCs, PIs, CRPs
- View this work as a profession
 - Adherence to ethical standards and possess special knowledge and skills recognized body of learning
 - Recognition of the importance of the CRP role and need for attainment of competencies to perform the work



AHC Initiatives that Support CRPs

- Research Professionals Networks (RPNs)
- More formalized training opportunities within AHCs
- Aligning CRP training with Joint Task Force (JTF) Competencies
- Academic programs/degrees in clinical research
- “Next Frontier”: Implementation of Competency-based Career Ladders at AHCs
 - Standardized research roles
 - Consistent approach to hiring and evaluating CRPs
 - Advancement opportunities that rely on demonstrated competencies
 - Transparency in career growth → more responsibilities, fair pay



What does this mean for you?

- Take advantage of these trends; TAKE INITIATIVE....
 - Seek out initiatives at your institution that support CRPs
- Take advantage of educational opportunities within your institution, department, schools
 - Formal programs in on-boarding and continuing education, certifications
- Self-study
- Take advantage of opportunities to build your skills (example: co-lead an RPN Workshop! 😊)
- Know that gaining expertise in your current role can help you advance....
 - One can't become Director of Research Operations without understanding research operations!
- Be aware of opportunities for advancement: where could your current role take you? What do you need to know to get there?
 - Operations/Management
 - Regulatory
 - Compliance
 - Data analysis/management
- ID roles of interest... What do you like? Network with others...
 - Career paths
 - Resources
 - Advice
 - Education

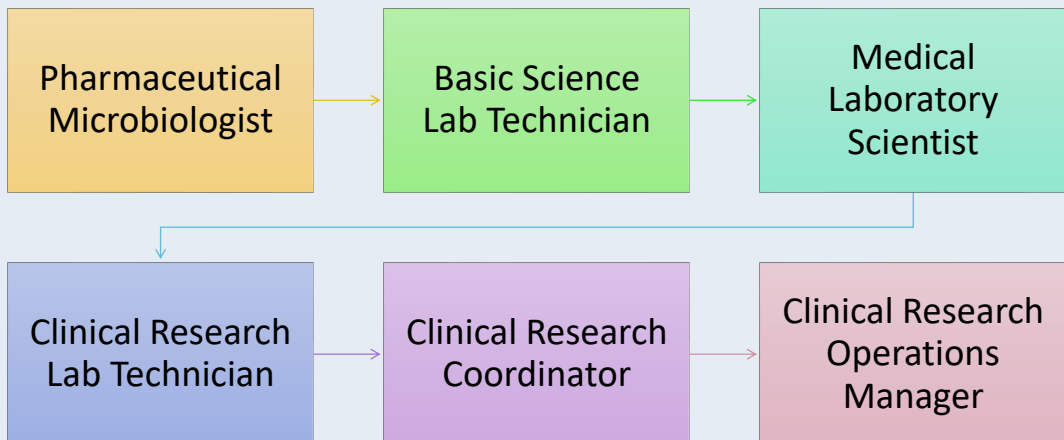




Welcome to our Panelists

Lauren Card, CCRC, CAPM

Clinical Research Operations Manager
South Carolina Clinical & Translational Research Institute (SCTR)
Medical University of South Carolina (MUSC)



What were the biggest challenges in your career development and how did you overcome those challenges?

- Turned down from first clinical research position
- Internal networking

What advice would you have for people who are considering academic clinical research as a career or who are interested in further developing their career?

- The clinical research field is always evolving and has many avenues for growth. Ask questions!



Denise Fine, BS

- **University Hospital, 1987, Exercise Physiologist and Research Coordinator in Cardiovascular Medicine.**
 - Basic research
 - Studied safety and efficacy of anti-anginal medications
 - No IPS; ethical regulation was minimal
 - Research has evolved
- **Boston Medical Center, Clinical Research Coordinator/Project Manager, Division of Cardiovascular Medicine.**
 - Experience with: NHLBI projects, sponsor protocols, investigator-initiated
 - Complete clinical research oversight
- **I stayed in research because:**
 - Working in a **challenging environment**
 - Bringing **value** to research and treatments for patients
 - **Relationships** with the PIs and BMC research operations



What were the biggest challenges in your career development and how did you overcome those challenges?

- **Funding** and financial research support
 - Grant supported and dependent on PI grants **vs** support from division
 - Moving between depts due to lack of financial support
- **Learning** new scientific processes/diseases
- Creating and **maintaining relationships**
- **Fear** of sustaining a successful work-life balance

What advice would you have for people who are considering academic clinical research as a career or who are interested in further developing their career?

- To be successful in a long-term clinical research career:
 - Find a **team** with which you enjoy working
 - **Believe** in the research in which you are engaged
 - With the number of opportunities, be sure to **challenge yourself**
 - Don't be afraid to **get involved** in all aspects of research
- With the right relationships, this job can provide flexibility for a **work-life balance**



Nastasia James, MBS, CCRC

- Regulatory Analyst III – Quality Assurance Coordinator, Institutional Review Board, University of Florida
- Career path
 - First Research Experience: ACS Project Seed Summer Intern Program
 - Education: UPenn BA Biology + STSC, Rutgers MBS Stem Cell Biology, UW Med School M1
 - Research-Specific Jobs: UF EMED Research, UF IRB
 - Assistant -> Coordinator -> Analyst



What were the biggest challenges in your career development and how did you overcome those challenges?

- Seeing the career path as non-linear. Learning to accept detours (opportunities).

What advice would you have for people who are considering academic clinical research as a career or who are interested in further developing their career?

- Focus on core competencies no matter your path: professionalism, work ethic, collaboration, communication, and troubleshooting.
- Find your niche.



Melanie Locher, B.S., CIP

- IRB Director, University of Vermont and the UVM Health Network
- Former employment:
 - UVM Research assistant for the behavioral pharmacology lab
 - UVM Research data specialist in translational breast oncology
 - UVM Clinical Research Coordinator for the Department of Radiology
 - University of California, San Francisco research analyst for OB/GYN
 - UVM IRB Research Review Administrator
 - UVM Assistant Director for Education and Monitoring, IRB, IACUC and IBC



What were the biggest challenges in your career development and how did you overcome those challenges?

- Work/life balance! Supporting researchers is a full time job!
- Worked part time when children were little to stay relevant and keep up with changing federal and local regulations

What advice would you have for people who are considering academic clinical research as a career or who are interested in further developing their career?

- Regardless of a career path in medicine – understanding that previous research outcomes are the basis for many standard of care treatments today.
- Pursuing a career in academic clinical research can be very rewarding but requires time, passion and commitment to the research oversight process.
- Patience required!



Matthew Ogrodnik, MS, CIP

Director, Office of Human Research Affairs, Boston Medical Center (BMC) and Boston University (BU) Medical Campus

- Research Associate, Framingham Heart Study, BU Medical Campus →
- Research Assistant → Study Coordinator, Dept of Neurology, BMC →
- Analyst → Senior Analyst → Administrator, Institutional Review Board (IRB), BMC and BU Medical Campus →
- IRB Director, BMC and BU Medical Campus →
- OHRA Director, BMC and BU Medical Campus



What were the biggest challenges in your career development and how did you overcome those challenges?

- Finding my “niche”; deciding which role was right for me
- Exploring different responsibilities (research subject interactions, budgeting, regulatory, grant-writing)

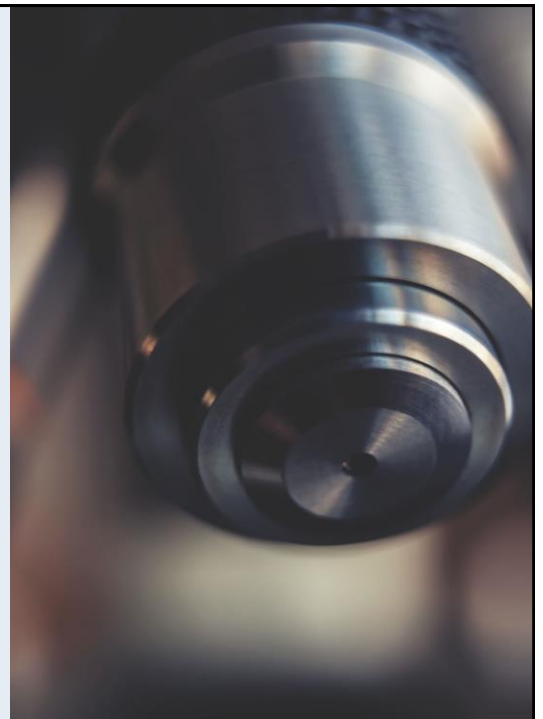
What advice would you have for people who are considering academic clinical research as a career or who are interested in further developing their career?

- Pursue your interests
- Take advantage of opportunities for education and advancement
- Collaboration!
- Learn from others and synthesize your strengths and style



Q&A for panel members

- Matt Ogrodnik, MS, CIP
 - Director, Office of Human Research Affairs, Boston Medical Center and Boston University Medical Campus
- Lauren Card, CCRC, CAPM
 - Clinical Research Operations Manager, SCTR Institute, Medical University of South Carolina
- Nastasia James, MBS, CCRC
 - Regulatory Analyst III – Quality Assurance Coordinator, IRB, University of Florida
- Denise Fine, BS
 - Research Coordinator/Project Manager, Boston Medical Center
- Melanie Locher, BS, CIP
 - IRB Director, University of Vermont and the UVM Health Network



Mini Presentations

Two member of the RPN Leadership team will give brief presentations:

- Diana will be talking about resume building
- Sheila will be talking about certification as a part of professional development



Resume Building

Chat Storm!

What is the most important question that comes to your mind when you think about resume building?



Resume vs. CV

Resume	Curriculum Vitae (CV)
<ul style="list-style-type: none">• Broadly used	<ul style="list-style-type: none">• Mostly research-based and/or academic careers
<ul style="list-style-type: none">• 1-2 pages	<ul style="list-style-type: none">• No limit
<ul style="list-style-type: none">• Career summary (<10 years)	<ul style="list-style-type: none">• Entire career
<ul style="list-style-type: none">• Experience and education	<ul style="list-style-type: none">• Research, publications, academic work, awards, honors, etc.
<ul style="list-style-type: none">• Focuses on active verbs	<ul style="list-style-type: none">• Focuses on descriptions
<ul style="list-style-type: none">• Tailorable	<ul style="list-style-type: none">• Static



#1 – Customize Your Content

Have multiple versions and tailor them to each job

- Respond to the job you are applying for!
- Incorporate key words and descriptive language
 - e.g., “consented XX patients” instead of “responsible for consenting”
- Include a Professional Summary
 - Elevator pitch for yourself



#2 – Proofread, proofread, proofread

The big, bad three:

Poor grammar

Misspelled words

Incorrect punctuation

- Use the same tense
- Have someone else review your resume
- Tip: re-read from bottom to top



#3 – Include All RELEVANT Experience

No relevant job is too small

- Internships, part-time work, etc.
- Focus on the last 10 years
- If you don't include it, they can't count it
 - Salary offers, pay bands, job classifications



#4 – Be Brief!

- “Descriptive brevity” is your best friend
- Ask yourself... “Will this help me get the job?”
- Most important components of your experience
- Choose bullet points over sentences
 - Focus on key words from posting
 - People don’t read – they SCAN



#5 – The (Dreaded) Cover Letter

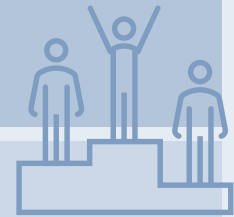
Time for controversy!

Cover letters are important.

- ✓ Sell yourself & expand on your experience
- ✓ Your experience → the role you want
 - Especially if not obviously related!
- ✓ Better describe your interest in the position



#6 – Why Are You Special?



Focus on what makes you stand out

- What have you done that can be applied to this role?
- List any studies you have worked on
- Focus on **achievements**, not tasks
- Use numbers when you can!
 - # of studies, # of PIs, # of patients consented, etc.



#7 – Highlight Other Skills

- Incorporate achievements outside of work tasks
- Certifications, certificates, workshops, leadership experience, etc.
- Tech expertise – Redcap, Epic, CTMS databases, other systems, etc.
- Don't forget LinkedIn, personal (professional) websites, online portfolios, etc.
 - Keep them up-to-date
 - Make sure it matches what you say on your resume
- Publications and presentation show your productivity and career interest



#8 – Don't Sleep on Soft Skills

These show how you would fit into the role...

...and as part of the team

Communication

Critical Thinking

Process Development

Teamwork

Customer Satisfaction

Time Management

All important for coordinators and CRPs to have!



#9 – Think About the Format

Robert Smith

Clinical Research Coordinator III

Phone: (205) 406-78 99
Email: rs000000@abc.com
Website: www.abc.com/abc.com
LinkedIn: [linkedin.com/company/abc](https://www.linkedin.com/company/abc)
Address: 177 Marshall Road, Alabama

SUMMARY

Dependable and accomplished professional with extensive healthcare experience educating and providing continuity of care to patients. Excellent problem solving and interpersonal skills. Proven adaptability and ability to flourish in high paced and stressful environments.

SKILLS

Microsoft Office, Public Speaking, Public Relations, Customer Service, Customer Service, Microsoft Office, Bilingual Spanish, Bilingual English, and Bilingual

WORK EXPERIENCE

Clinical Research Coordinator III

ABC Corporation - August 2018 - Present

- On multiple problem trials and successfully returned to excellent standing with the CDC.
- Complete all forms and correspondence and reports to the CDC and sponsor in a timely manner.
- Primary responsibility is to screen, enroll and follow study subjects ensuring protocol compliance and close monitoring while the subjects are on the study.
- Responsible for all data collection, source documentation, developing/completing study-specific case report forms and submission of adverse experience reports.
- Creating study specific tools for source documentation when not provided by the sponsor.
- Ensuring compliance with protocol guidelines and requirements of regulatory agencies.
- Identify problems and/or discrepancies and monitor patients progress to include documentation and reporting of adverse events, recommend corrective action as appropriate.
- Initiated studies, screened patients for study eligibility to participate in per protocol, inclusion/exclusion criteria and informed consent process.

Recruiter / Clinical Research Coordinator / Marketing

ABC Corporation - January 2005 - July 2018

- Plans, executes biotechnology/pharmaceutical duties - marketing, recruiting, coordinating, customer service, data entry, assessment scales administered, public relations.
- I have recruited/coordinated successfully for 70 different studies, inpatient and outpatient, adults and children.
- I have to meet and exceed contracted recruitment goals for many of our different studies earning me able to be a go-to site for 8/10/11.
- I have helped established and maintained a network for our recruiting efforts.
- I have participated in marketing efforts such as advertising, participation in community groups such as NAM, lunch and learn presentations to clinical staff and doctors, and distribution of clinical information.
- I have contributed and maintained community outreach / public relations with various clinics and group homes.
- I have coordinated protocols, scheduling and performing visits, drug accountability and recruiting.

EDUCATION

- 1) Focus on your experience!
- 2) Follow up with achievements
- 3) Finish with education

(Flip these you are new or just out of college)

- Keep formatting and font consistent
- In general, don't use "creative" fonts or formats



#10 – Things That Don't Fit Anywhere Else

- ✗ Don't include your picture
- ✗ Don't include your full address – just city and state is fine!
- ✓ Keep your resume updated – you'll never know when you'll need it!
- ✓ Use your connections
- ✓ Include all required documentation...yes, that may mean a cover letter!
- ✓ Use resources at your institution...



HR Top Tips

UVM

- <https://www.uvm.edu/career>
- Indeed Career Guide
 - [Resumes & cover letters](#)
 - [16 Resume Resources](#)
- From SHRM
 - [Do the Standard Rules of Resume Writing Still Apply?](#)
 - [Resume-Writing Essentials](#)
- [LinkedIn Career Guidance Hub](#)

UFL

- Biggest tip - you should revise your resume and cover letter for every job you are applying for.
- As a hiring manager, the cover letter tells me how you can use the skills from your resume in the position I am hiring for.
- You should tie in your experience to the position you are applying for.
- Professional resumes should not go back farther than 10 years.
- Read the entire job posting and submit what they are asking for.
- I prefer the look of a resume summary and bullet points.
- First impressions are crucial and start with the application.



HR Top Tips

BU/BMC

- Institutional “how to” site for resumes & CVs:
<https://www.bu.edu/careers/how-to/resumes-cvs/>

MUSC

- it is important to include EVERYTHING on your application as
- HR uses the application (not the CV) to determine their salary offer
- <https://musccareerinspiration.com>



What else can you think of?

Add it into the chat!



Certification as part of Professional Development



Clinical Research Professional Certification (not inclusive, but oh the possibilities...)

Clinical Data Manager – CDDM

- <https://scdm.org/get-certified/>

Clinical Research Coordinators/Monitors – ACRP, SOCRA

- <https://acrpnet.org/>
- <https://www.socra.org/>

IRB Professionals – CIP

- https://primr.org/cip?gclid=EAlaIqobChMIs7uPkt76_gIV-PPjBx2WYQi5EAAYASABEgL6vvd_BwE

Quality Professionals GLP/GCP – RQAP

- https://www.sqa.org/sqa/Education_Career_Development/RQAP_Credential_pages/RQAP_Credential.aspx

Research Administrators – NCURA (Focused Education vs. certification)

- <https://www.ncura.edu/>

Regulatory (FDA products) – RAPS

- <https://www.raps.org/>

Research Project Managers – ACRP, PMI

- <https://www.pmi.org/>

Research Nurse – IACRN - <https://www.pmi.org/>



Why hold Professional Certification?

- Demonstrates basic competency
- Documents achievement
- Shows initiative



Importance of certification

Company ▾ On-site/remote ▾ Easy Apply All filters

Clinical Research Coordinator 3
University of Miami - Miami, FL (On-site) Apply Save ⋮

Minimum Requirements

- Bachelor's degree in relevant field required
- Current Research Coordinator certification by the Association of Clinical Research Professionals or Society of Clinical Research Associates for a minimum of six(6) months
- Minimum four(4) years of relevant experience required

Knowledge, Skills and Abilities

- Skill in collecting, organizing and analyzing data.
- Ability to recognize, analyze, and solve a variety of problems.
- Ability to analyze, organize and prioritize work under pressure while meeting deadlines.
- Ability to process and handle confidential information with discretion.
- Ability to work independently and/or in a collaborative environment.

The University of Miami offers competitive salaries and a comprehensive benefits package including medical, dental, tuition remission and more.

UHealth-University of Miami Health System, South Florida's c Messaging ⋮

Company ▾ On-site/remote ▾ Easy Apply All filters

Clinical Research Coordinator
Guidehouse - Bethesda, MD (On-site) Apply Save ⋮

new practice patterns as appropriate. Participate in outside activities that enhance personal and professional development.

What You Will Need

- Must have BSN or MSN degree, and a valid Nursing license.
- Minimum three (3) years direct experience in a clinical or patient care environment.
- Knowledge of the basics of the clinical trial process desired.
- Experience collecting and organizing data for reporting and maintaining
- Exceptional interpersonal and communication skills, both oral and written.
- Strong organizational skills. Able to work independently or as part of a team.

What We Offer
Guidehouse offers a comprehensive, total rewards package that includes competitive compensation and a flexible benefits package that reflects our commitment to creating a diverse and supportive workplace.

About Guidehouse
Guidehouse is an Equal Employment Opportunity / Affirmative Action Employer. All qualified applicants will receive consideration for employment regardless of race, color, national origin, ancestry, citizenship status, military stat Messaging ⋮



ACRP vs. SOCRA

ACRP – Association of Clinical Research Professionals

- Certified Clinical Research Associate (CCRA®)
- Certified Clinical Research Coordinator (CCRC®)
- Certified Physician Investigator (CPI®)
- ACRP Certified Professional (ACRP-CP®)
- ACRP Medical Device Professional (ACRP-MDP®) *
- ACRP Project Manager (ACRP-PM®) *

SOCRA – Society of Clinical Research Professionals

- Certified Clinical Research Professional (CCRP®)



ACRP vs. SOCRA

ACRP – Association of Clinical Research Professionals

- Certified Clinical Research Associate (CCRA®)
- Certified Clinical Research Coordinator (CCRC®)
- Certified Physician Investigator (CPI®)
- ACRP Certified Professional (ACRP-CP®)

- ACRP Medical Device Professional (ACRP-MDP®) *
- ACRP Project Manager (ACRP-PM®) *

SOCRA – Society of Clinical Research Professionals

- Certified Clinical Research Professional (CCRP®)



ACRP vs. SOCRA: Eligibility

ACRP – Association of Clinical Research Professionals

- CCRA® CCRC® ACRP-CP®
- Clinical research professional with 3,000 hours of verifiable work experience
- Work related to human subject research
- Paid contractual agreement – employer/employee
- Can be verified by ACRP through employer
- b) Clinical research professional with 1,500 hour of verifiable work experience AND a clinical research degree
- Any degree awarded in clinical research from a CHEA accredited institution

SOCRA – Society of Clinical Research Professionals

- CCRP®
- a) Two years of experience (3,500 hours part-time) as full-time Clinical Research Professional during last 5 yrs
- b) Assoc, Undergrad or Grad degree in 'Clinical Research conducted with humans according to the principles of GCP' AND 1 yr of experience (1,750 hours part-time) as full-time Clinical Research Professional during last 2 yrs
- c) Undergrad or Grad Certificate in 'Clinical Research conducted with humans according to the principles of GCP' AND Associate or Bachelor degree in a science, health science, pharmacy or related field AND 1 yr of experience (1,750 hours part-time) as full-time Clinical Research Professional during the last 2 yrs



ACRP vs. SOCRA: Costs

ACRP – Association of Clinical Research Professionals

- CCRA® CCRC® ACRP-CP®
- Exam Fee: \$460 member, \$600 non-member
- Certification period: 2 years
- Continuing Education: 25 points
- Re-certification fees: \$250 member, \$325 non-member
- Membership fee (per year): \$160

SOCRA – Society of Clinical Research Professionals

- CCRP®
- Exam Fee: \$395 Member, \$450 non-member
- Certification period: 3 years
- Continuing Education: 45 hours
- Re-certification fees: \$350
- Membership fee (per year): \$75



Maintaining Certification - CEUs

ACRP – Association of Clinical Research Professionals

- CCRA® CCRC® ACRP-CP®
- CE options:
- Instructional activities Research/Healthcare topics
 - ACRP
 - State/National Nursing Associations
 - American Council on Pharmaceutical Education
 - Accreditation Council for Continuing Medical Education
 - CITI, PRIM&R, MAGI, SoCRA, RAPS, DIA...
 - FDA, NIH programs
 - Healthcare-related college/University courses
 - RPN

SOCRA – Society of Clinical Research Professionals

- CCRP®
- CE options
- SOCRA Conference/Workshop/Chapter Meeting
- Workshops at research facilities/sites
- Web Based/Online Coursework
- Other Seminars/Conferences
- University/College coursework
- Investigator/Site Initiation meetings (not protocol specific training)
- Audio/video
- Self-study/Journal Articles
- Active SOCRA officer, committee chair/member



Maintaining Certification - CEUs

- ACRP/SOCRA Conferences
- State/National Nursing Associations
- CITI, PRIM&R, RAPS, DIA
- ACTS
- FDA, NIH programs/webinars
- Healthcare-related college/University courses
- Institutional workshops – IRB, CTSI, Office of Research
- Self study/Journal Articles
- RPN



Paying for certification

- Employer
 - ASK!
 - Gather supporting information on benefit to your institution
 - [Employer Support information ACRP](#)
 - Suggest exam reimbursement upon obtaining certification
- Self
 - SOCRA installment plan



Questions?



Summary and Final Thoughts

Chat Storm!

Is there anything that you are going to do differently or implement in your career that you learned today?



Summary

- Spend some time on your resume and cover letter - are they →
 - Updated with your most recent and relevant activities?
 - Specific about your work?
 - What does “managed all aspects of clinical trials” actually mean?
 - How many studies do you work on? How many participants do you manage?
 - Written to focus on both soft and hard skills?
 - Updated with today’s standards or have you not touched them since the last time you got a job?
- Certifications are an excellent way to:
 - Show hiring managers that you have the experience and expertise to complete the job
 - Get you past basic HR screening barriers
 - Gain skills and knowledge - use membership in the professional society to learn new things, it’s not just about doing the minimum to maintain certification status



Final Thoughts – Take Time to Think

Professional development - which can lead to career advancement under the right circumstances, can feel like its own full time job

- One way to make it feel manageable is to spend some time thinking about where you want to go, where you want to be with your career
 - What sparks joy or what doesn't spark joy
 - Focus your professional development on those aspects
 - Trick - if you are in a toxic or not-great working environment, don't let that cloud your thinking about what you want to do - sometimes it gets better
- All of us on this call - presenters, panel members, leadership team, probably most of you attending these workshops - would be happy to talk about our role and provide guidance or some level of mentorship
 - Reach out - we can connect you!



Final Thoughts – Take Chances

- Set up job alerts to come to your email inbox rather than spending time looking for postings
 - Indeed, LinkedIn, ACRP, PRIM&R
 - SOCRA has job postings page but no automated alerts
 - Be careful about your public-facing settings, some sites will let employers know you are "looking for a job"
 - Even if you aren't actually currently looking, it's a good way to see what is out there and what salary ranges are
 - Look for what key words are being used – focus on those skills and experiences
- Working groups, process improvement projects, purchasing teams, workshop presentations are a great way to get noticed by management and leadership
 - This is how you get internal promotions or referred to jobs.
 - People pay attention to who is putting forth extra effort and remember them for open positions.

You get zero percent of the jobs you don't know exist

You get zero percent of the jobs you don't apply for

You get zero percent of the jobs you don't think you qualify for



Final Thoughts – Changing Hearts and Minds

- Flip your thinking
 - Standard → Starting with your current skill set and looking for a job that fits that skill set
 - New → Figure out the career that you want and build the skills to get that job

Today's workshop was not about finding a new job but empowering you with the ability to think big and develop skills that make you successful with the job you have today and ten years from now.

