**Research Programs Manager**

**Vanderbilt Institute for Clinical and Translational Research**

**1609276**

**Discover Vanderbilt University Medical Center:**

Located in Nashville, Tennessee, and operating at a global crossroads of teaching, discovery and patient care, VUMC is a community of individuals who come to work each day with the simple aim of changing the world. It is a place where your expertise will be valued, your knowledge expanded and your abilities challenged. It is a place where your diversity — of culture, thinking, learning and leading — is sought and celebrated. It is a place where employees know they are part of something that is bigger than themselves, take exceptional pride in their work and never settle for what was good enough yesterday. **Vanderbilt’s** mission is to advance health and wellness through preeminent programs in patient care, education, and research.

[Click Here To View The VUMC Promise of Discovery](https://www.youtube.com/watch?feature=player_embedded&v=JmDiMoBdLwY)

**Department/Unit Summary**

VICTR is Vanderbilt's virtual home for clinical and translational research. Supported by the Vanderbilt Office of Research and the NIH sponsored Clinical and Translational Science Award (CTSA), the mission of the institute is to transform the way ideas and research discoveries make their way from origin to patient care.  This is accomplished using a multi-faceted approach: through collaboration with a wide variety of research partners; by training, nurturing and rewarding participating researchers; by funding research; by developing new and innovative ways to involve the community in research; by developing new informatics and biostatistical systems; and by making available the latest technologies and sound research results affecting patient care.

**Your Role**

* **Manages research programs**
  + Functions as the lead program manager for various sized qualitative and quantitative research projects such as large, national projects focusing on health research including clinical research recruitment, local participant recruitment services, personalized projects, and infrastructure development and oversight.
  + Plans, leads and makes recommendations on health research to senior leadership. Includes identifying possible issues, analyzing the data to prepare reports, and preparing presentation materials based on the outcomes of the analysis.
  + Define issue management and scope management strategy and achieve approval from the appropriate team members. Manage on-going consensus among project team.
  + Stays up to date on policies related to health research, personalized medicine and government regulations.
  + Leads various focus groups, committees, and work groups necessary to develop processes and procedures for collecting data as directed by leadership of the projects and creating new tools.
  + Develop and communicate appropriate project documentation, including technical project overview, scope, team structure, status reports, issues management reports, change control reports, meeting notes, etc. as required in a timely manner.
  + Provides effective communications related to assigned research projects
* **Management and analysis of quantitative and qualitative data**
  + Determines which type of analysis is appropriate for the data needed for the research projects.  This includes determining if reporting needs to include numeric data or if it will require more written analysis.
  + Functions as an essential part the team that develops intake tools, revises tools, tests datasets, validates data utilizing the tools and develop training materials.
  + Prepares complex reports interpreting the results from the various analysis performed on the datasets.
* **Prepares complicated written documents and presentations related to assigned research projects.**
  + Writes sections of grant applications for various funding sources utilizing preliminary data and existing reports.
  + Functions as a major contributor of the research team that works on technical documents, new proposals and manuscripts.
* **Functions as a resource for assigned research projects.**
  + Provide expertise to local and external participants in assigned research projects.
* **Functions as part of the hiring team for new positions.**
  + Includes being an active participate in interviews, using HR approved guides for interviewing, and providing feedback on candidates.
* **Participates in performance conversations and evaluations.**
  + Provides feedback and guidance for individuals on research team for annual evaluations and mid-year conversations as requested by manager.

**Position Qualifications**

Bachelor’s degree required

Master’s degree preferred

5+ years’ experience working in a research setting required

Experience in a healthcare research setting preferred

For more information regarding the physical requirements and environmental conditions for this job, please click [here](http://www.vanderbilt.edu/work-at-vanderbilt/requirements/nursing1.pdf).

**VUMC Recent Accomplishments**

Because we are committed to providing the best in patient care, education and research, we are proud of our recent accomplishments:

**US News & World Report:** #1 Hospital in Tennessee, #1 Health Care Provider in Nashville, #1 Audiology ([**Bill Wilkerson Center**](http://www.vanderbilthealth.com/billwilkerson/)), 9 adult and 9 pediatric clinical specialties ranked among the nation's best, #15 Education and Training

**Truven Health Analytics:** among the top 100 hospitals in the US

**Becker's Hospital Review:** one of the "100 Greatest Hospitals in America"

**The Leapfrog Group:** grade "A" in Hospital Safety Score

**National Institutes of Health:** among the top 10 grant awardees for medical research in the US

**American Association for the Advancement of Science:** 12 faculty members elected fellows in 2014

**Magnet Recognition Program:** Vanderbilt nurses are the only group honored in Tennessee

**Nashville Business Journal:** Middle Tennessee's healthiest employer

**American Hospital Association:**among the 100 "Most Wired" medical systems in the US

[**Download the Vanderbilt University Medical Center fact book**](http://www.mc.vanderbilt.edu/documents/patientandvisitorinfo/files/VanderbiltFactBook2014-2015.pdf) to learn more about our services and facilities.