

Tracy Baker

Associate Degree in Social Work

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I am an honors graduate with an Associate Degree in Social Work. I completed my internship at Traditions Hospice Care in Tifton, Georgia, where I helped with bereavement services, patient care visits, and social services. I am looking forward to bringing my knowledge and expertise to your company.

Authorized to work in the US for any employer

Work Experience

Clinical Trial Navigator I

Javara, Inc. - Albany, GA

January 2021 to December 2023

- Promote the mission with a primary guiding principle of patient safety and well-being and building and maintaining a culture that combines the highest standard of integrity with excellence to all.
- Manage clinical research studies and adhere to Standard Operating Procedures (SOPs), the healthcare partner's SOPs, Good Clinical Practices (GCPs), study protocols, clinical trial agreements, and regulations governing clinical research
- Coordinate research participant visits and study related procedures according to study protocol windows and study team schedules, which may involve handling travel logistics for research participants; ensure reminder communications (phone, text, or email) are sent to promote research participant show rate and compliance; identify and outreach to prospective patients; prepare study visit materials such as lab kits, study forms and diaries for participant visits
- Conduct clinical research study visits/procedures per protocol requirements.
This may require obtaining vital signs, height, weight, EKG's, spirometry, medical history, medications, adverse events, and labs as well as administering questionnaires and diaries
- Ensure scientific integrity of data and protect the rights, safety, and well-being of research participants
- Navigate the resources and workflow within the healthcare and clinical research environment to ensure seamless care for the clinical trial participant, to engage investigators in research daily and to promote clinical research within the healthcare system
- Create and implement a patient engagement plan to identify and contact potential research participants, and then screen and enroll participants in suitable clinical research studies
- Conduct and document the informed consent process when delegated to do so by the Principal Investigator in compliance with SOPs
- Collect, process and ship any bodily samples such as blood and urine as required per protocol in compliance with SOPs, IATA guidelines and laboratory guidelines
- Dispense investigational products and other research study supplies in an accountable manner in accordance with study requirements, institutional requirements, investigator approval and regulations.
- Inform and educate the research team and healthcare system staff regarding study related procedures including IP dosing and monitoring requirements
- Assist with Integrating clinical research as a care option within the healthcare system

- Monitor and report adverse events, serious adverse events and protocol deviations to the investigator, sponsor, Javara Director and IRB in compliance with SOPs
- Know and understand regulatory requirements, maintain files and documents, and assist the Manager of Trial Activation with regulatory submissions
- Create source documents as needed and document appropriately in source documents and /or medical records (paper, EMR, e-source) per ALCOA: data is attributable, legible, contemporaneous, original and accurate
- Complete and maintain case report forms (paper or electronic) and answer queries regarding study data per FDA regulations, clinical trial agreement and protocol requirements
- Prepare and participate in routine monitoring visits, internal and external audits, and inspections
- Ensure study documentation is audit ready in the event of monitoring, audits and inspections
- Assist with additional projects as requested by Director/ Associate Director of Clinical Research Operations
- Work with the Clinical Trial Operations Leader(s) to ensure that all functions are aligned with the company's strategic mission, values, and vision
- Demonstrate the ability to multi-task and flexibility to manage multiple clinical trials and/or assist team members in high volume/complex trials.

Transition Care Manager and Medical Assistant

NT Cardiology - Perry, GA

January 2021 to December 2021

- Performed EKG's and vital sign measurement
- Roomed patients, customer service
- Followed all aspects of transition of care for all patients that were admitted into the hospital and prevented reentry by following diagnosis, medications, and any issues to prevent returning to the hospital

College RMA Instructor

UEI College - Morrow, GA

January 2020 to December 2021

- College Instructor for the Registered Medical Assistant program. I taught all the aspects of the program to include drawing blood, vitals, medical charting, injections, and coding.

Medical Assistant

Eagles Landing Health - Stockbridge, GA

January 2020 to December 2020

- Roomed all patients, vitals, injections, drawing blood, calling in prescriptions, and EKG's.

Dispatcher/Office Manager

Demo Towing - Forest Park, GA

January 2018 to December 2020

- Dispatched a fleet of 6 trucks. do all the add ons and billing for the fleet.
- Manager of the business office, payroll, customer service, timesheets, and hiring of new employees.

Medical Assistant

Eagles Landing Family Practice - Stockbridge, GA

January 2017 to December 2018

- Direct patient care of all patients, entering data in e-clinic works, drawing blood, injections. Ekg's.
- All patient care from start to finish.

Education

Associate's degree in Social Work

Southern Regional Technical College - Tifton, GA

October 2021 to May 2024

Associate of Applied Science in Applied Science

Devry University - Decatur, GA

2013 to 2014

license in Medical

Georgia Medical Institute - Atlanta, GA

1996 to 1996

Insurance license in Life/ Health and Sickness

State of Georgia - Tifton, GA

Skills

- Clinical Trials
- Clinical Research
- Patient Care
- Experience Administering Injections
- GCP
- Medical Records
- Internal Audits
- Quality Assurance
- EMR Systems
- Hospital Experience
- Triage
- Vital Signs
- Medical Coding
- Laboratory Experience
- Anatomy Knowledge
- Insurance Verification
- Medical Terminology
- Supervising Experience
- Documentation review
- Phlebotomy
- Medical Scheduling
- Office Management
- Venipuncture
- Medical Office Experience

- Social Work

Certifications and Licenses

RMA

Ga Insurance license

Certified Medical Assistant