

CLERICAL RESEARCH ASSISTANT

(Posting, Invoicing)

JOB DESCRIPTION #2

(Effective December 22, 2008)

Clerical Research Assistants perform a wide variety of clerical and ministerial tasks to support the Research Director and Clinical Research Coordinators in their efforts to successfully complete study related activities. Clerical Research Assistants have multiple job responsibilities that are integral to the entity mission and success of each research team. Clerical Research Assistants generally work under the direction of the Clinical Research Director.

Reports to: Clinical Research Director and Study Investigators

Classification: Non-exempt position

QUALIFICATIONS/JOB REQUIREMENTS:

- Ability to work consistently and effectively as part of a high performance work team.
- Ability to effectively devote keen and acute attention to detail.
- Strong written communication skills, including exceptional spelling abilities.
- Strong verbal skills.
- Strong interpersonal skills.
- Highly motivated “self-starter” with the ability to exercise initiative, together with ability to work as a team player as well as independently while managing a variety of study related projects simultaneously.
- Basic knowledge of computer operations and demonstrated computer skills in a variety of software environments (*i.e.*, Word, Excel, Internet).
- Demonstrated ability to operate basic office equipment including, but not limited to, copying machines, facsimile machines, multi-line telephones and personal computers.
- Ability to be ambulatory most of work day
- Ability to lift / transfer / carry a minimum of 25 pounds without difficulty

RESPONSIBILITIES:

Clerical Research Assistants shall:

- Cross train to compile and organize marketing packets (primary site and all satellite sites) as needed.

- Utilizing *Clinasyst*, post received study payments in a timely manner.
- Contact drug companies to inquire the reason or status of payment if needed.

RESPONSIBILITIES (CONT):

- Prepare IND Safety Reports and submit to appropriate IRB.
- File assorted documents in study administrative files.
- Prepare and submit invoices to drug companies for reimbursement for study related expenses.
- Keep record of all deposits.
- Update marketing spreadsheets in a timely manner as needed.
- Cross train to monitor and log drug room temperatures as needed.
- Receive and distribute facsimile transmissions.
- Cross train to transmit, by facsimile, study enrollment logs for each coordinator on a weekly and continuing basis as needed.
- Review appropriate documentation to detect abnormal laboratory values, highlight such values and forward appropriate documentation to designated coordinators.
- In preparation for all upcoming monitoring visits, pull appropriate charts. Successful satisfaction of this requirement requires Clerical Research Assistants to closely monitor schedules.
- Arrange monitoring rooms for each upcoming visit.
- Clean up monitoring rooms following each visit.
- On a continuing basis, update all monitoring schedules completely and accurately.
- Process records requests for patients from outside physicians as needed.
- Assist with the receipt and unpacking of daily shipments from Airborne, FedEx and UPS as needed.
- Distribute and receive signature folders from physicians and physicians' assistants as needed.
- Monitor supply stocks and order clerical supplies for research staff as needed.
- Update doctor's research referral books every Monday.
- Make source documents charts for each study as needed.
- File and, as needed, pack away completed study materials.
- File inactive source documents.
- Assist monitors as needed with copying needs.

- Obtain needed signatures from physicians and physicians' assistants.

RESPONSIBILITIES (CONT):

- Cross train to file all regulatory and similarly related correspondence for each coordinator as needed.
- Assist the Research Director as needed in returning telephone calls, making meeting reservations, faxing, and other clerical and ministerial activities.
- Assist the Research Director with copying and mailing tasks.
- Run errands as needed.
- Make FedEx and Airborne charge inquiries as needed.
- Cross train to order dry ice for laboratory on an "as needed" basis.
- Box up and send inactive studies to offsite storage facilities.
- Study, learn and comply with Family Medicine East employee handbook, standard operating procedures, and other policies, practices and regulations where applicable.
- Cross train for coverage of the clinical research assistant duties outside of the specific laboratory responsibilities.
- Travel to and perform duties of the position at other Heartland Research Associates, LLC locations when assigned or directed to do so.

WORKING CONDITIONS:

- Medical office environment, specializing in family practice. Direct contact with patients, staff and physicians. Exposure to communicable diseases and body fluids, hazardous substances and other conditions common to clinic environment. Exposure to emergency situations.

ESSENTIAL FUNCTIONS:

- Ability to lift, push, manipulate equipment and patients which requires strength, gross motor and fine motor coordination. Ability to administer prescribed treatments. Ability to stand for long periods of time.

ACKNOWLEDGMENT

I acknowledge receiving and reading this Job Description, and having the opportunity to ask questions about it and having those questions answered.

“Employee”

“Witness”