

CLINICAL RESEARCH ASSISTANT

JOB DESCRIPTION

(Effective December 22, 2008)

Clinical 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. Clinical Research Assistants have multiple job responsibilities that are integral to the entity mission and success of each research team. Clinical 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.
- Phlebotomy skills.

RESPONSIBILITIES:

Clinical Research Assistants shall:

- Process all the lab work for each CRC.
- Package all the lab work and log it out.

- Ensure packages are picked up by FedEx and/or Airborne.
- Perform phlebotomy utilizing proper techniques.
- Perform and transmit EKG's.
- Monitor and log drug room temperatures as needed.
- Cross train to transmit, by facsimile study enrollment logs for each coordinator as needed.
- Cross train to assist with the review of appropriate documentation to detect abnormal laboratory values, highlight such values and forward appropriate documentation to designated coordinators as needed.
- Receive and unpack shipments from Airborne, FedEx, and UPS.
- Assist the Research Director with copying and mailing tasks as needed.
- Run errands as needed.
- Cross train to order dry ice for laboratory as needed.
- Study, learn and comply with Family Medicine East employee handbook, standard operating procedures and other policies, practices and regulations where applicable.
- Daily restock all exam rooms.
- Daily sanitize and restock the laboratory and drawing room.
- Weekly update the board and current study list.
- Monthly update and distribute to the clinic exam rooms, picture frames with the current studies list.
- Perform monthly quality control for refrigerated centrifuge.
- Order all lab kits.
- Order clinical supplies.

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 perform CPR and venipuncture. 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”