

- 14.) Designs, updates and implements quality assurance program to include regularly scheduled audits of research records for thoroughness, accuracy and timely submission to sponsoring company.
- 15.) Meets with study monitors during final report of study monitor findings.
- 16.) Assists Director/Chief Operating Officer with staff evaluations.
- 17.) Participates in continuing education of research staff.

KNOWLEDGE AND SKILL REQUIREMENTS:

- 1.) Possess a current Illinois license to practice professional nursing or Bachelor of Science Degree in related field.
- 2.) Possess a positive and diplomatic personality with the ability to function independently as well as in a team member role.
- 3.) Possess keen attention to detail.
- 4.) Possess previous computer experience (preferred).
- 5.) Possess good organizational skills.
- 6.) Is able to work under stress (sometimes emergent) and accept constructive criticism.
- 7.) Is able to make objective judgments.
- 8.) Possess strong oral and written communication skills, as well as critical decision-making skills.
- 9.) Must have at least 1 year of medical research experience.
- 10.) Must have at least one-year experience in cardiology.
- 11.) Must have research or clinical experience in cardiac cath lab and/or cardiac surgery.
- 12.) Must be Certified Clinical Research Coordinator or working towards certification.
- 13.) Posses previous managerial experience (preferred).

WORK ENVIRONMENT:

- 1.) Each job requires the following demands:
 - A.) Physical Demands
 1. Must possess good physical and mental health.
 2. Must be capable of stooping, bending, stretching and lifting.
 3. Must be able to stand and walk for long periods.
 4. Must appear well groomed and poised at all times.
 5. Must possess manual dexterity to handle and manipulate equipment and appliances.
 - B.) Mental Demands
 1. Must have the ability to control emotions and maintain composure under stress using tact and good judgment.
 2. Must be able to adjust to various personalities and situations.

C.) Special Demands

1. Must be self-confident and maintain a positive attitude.
2. Must be capable of performing in an environment that demands extreme consciousness, emotional stability, attention to the minute details and keen observation.
3. Must have patience and tact in dealing with patients and the public.
4. Must have ability to work effectively in an environment which tends to be tension provoking.
5. Must be able to communicate effectively with patients, doctors, co-workers, and other departments.
6. Must work well under supervision, as well as independently and be able to take constructive criticism.