



- 13.) Utilizes computer software to collate and report regulatory clinical trial elements.
- 14.) Maintains regulatory records clearly and in an organized manner.
- 15.) Maintains a role of leadership within the PERC Quality Assurance (QA) Committee and acts as a liaison between QA committee and IRB.
- 16.) Assumes other responsibilities as negotiated.
- 17.) Participates in activities such as continuing education, community work, and quality improvement to promote professional development.
- 18.) Demonstrates professional commitment through effective leadership skills, i.e., interpersonal relationships, delegation, team building, and conflict management.

#### KNOWLEDGE AND SKILL REQUIREMENTS:

- 1.) Work requires completion of a bachelor's degree from an accredited college/University plus a minimum of three years experience in regulatory environment (e.g. Health Care Management, Laboratory Management); or
  - a. Completion of a master's degree in Public Health, Health Administration or a related area with no additional experience.
- 2.) Possess a positive and diplomatic personality with the ability to function independently as well as in a team member role.
- 3.) Possess two years of recent experience in a cardiology field.
- 4.) Possess keen attention to detail.
- 5.) Possess previous computer experience (preferred).
- 6.) Possess good organizational skills.
- 7.) Able to work under stress (sometimes emergent) and accept constructive criticism.
- 8.) Able to make objective judgments.
- 9.) Possess strong oral and written communication skills, as well as critical decision making skills.

#### WORKING ENVIRONMENT:

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 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 willing to work extended and non-standard hours and be available by pager as deemed necessary.
- 2.) Must be capable of performing in an environment that demands extreme consciousness, emotional stability, attention to minute details and keen observation.
- 3.) Must have patience and tact in dealing with the public.
- 4.) Must have ability to work effectively and in an environment which tends to be tension provoking.
- 5.) Must be able to communicate effectively with physicians, coworkers in other departments.
- 6.) Must work well under supervision and be able to take constructive criticism.
- 7.) Must be capable of extensive reading with attention to detail.

D. Other

- 1.) Working indoors in well-lighted, well-ventilated, and properly heated/cooled work areas.
- 2.) Possibility of occupational exposure to blood or other potentially infectious materials, including pulmonary tuberculosis and HIV, from the performance of the employee's duties. In that skin, eye, mucous membrane and/or parenteral contact with blood or other potentially infectious materials is reasonably anticipated, universal precautions are utilized.
- 3.) Possibility of injury from careless and improper handling of equipment.
- 4.) Possibility of strain due to improper body mechanics.