

Prairie Education and Research Cooperative  
Position Description

POSITION TITLE: Research Associate

REPORTS TO: Director/Chief Operating Officer, PERC  
Facilitator, PERC

Approved By:

\_\_\_\_\_ President of the Board Date: \_\_\_\_\_

\_\_\_\_\_ Director/Chief Operating Officer Date: \_\_\_\_\_

POSITION PURPOSE:

Assist in the coordination of clinical research study activities, including IRB submissions, data collections, patient and family informed consent, study record keeping, and data management of research trials.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES:

- 1.) Integrates PERC's mission and vision in the daily tasks through dedication to quality improvement and collaborative working relationships.
- 2.) Full commitment to Quality Assurance, Medicare Compliance, and the Health Information Portability and Accountability Act (HIPAA) as defined by PERC policy and the Federal Government.
- 3.) Must be willing and able to incorporate PERC customer service protocols as they relate to interactions with patients, families, physicians and co-workers.
- 4.) Knowledge and compliance with all OSHA guidelines.
- 5.) Maintains strict confidentiality of sensitive material and information.
- 6.) Assists in the maintenance of institutional review board approval for research protocols and informed consents.
- 7.) Attends study coordinator meetings.
- 8.) Reads and organizes study protocols to assist in efficient implementation.
- 9.) Assists in the management of proper storage setup and care of all study supplies.
- 10.) Assists study coordinators with patient care aspects of protocol design and data collection.
- 11.) Assists in patient education regarding research protocol procedures through written information and bedside teaching.
- 12.) Obtains informed consent from potential study candidates and/or families.
- 13.) Assists in the management of patient enrollment via guidelines established as inclusion and exclusion criteria.

- 14.) Assists in data collection before, during and after the execution of research protocols through patient interview, medical record review, and telephone follow up.
- 15.) If adequately trained performs venipunctures for laboratory samples.
- 16.) Utilizes computer software to collate and report abstracted data elements.
- 17.) Assists in the maintenance of study records clearly and in an organized manner.
- 18.) Submits accurate estimates of study coordinator assistance hours to study budgeting process.
- 19.) Assumes other responsibilities as negotiated.
- 20.) Participates in activities such as continuing education, community work, and quality improvement to promote professional development.
- 21.) Demonstrates professional commitment through effective teamwork building, i.e., interpersonal relationships, organization of tasks delegated, and conflict management.

#### KNOWLEDGE AND SKILL REQUIREMENTS:

- 1.) Possesses a Associates Degree, or experience equivalent.
- 2.) If licensed individual, license must be current and in good standing.
- 3.) Possess at least one year of experience in a cardiology field.
- 4.) Possess a positive and diplomatic personality with the ability to function independently as well as in a team member role.
- 5.) Possess keen attention to detail.
- 6.) Possess previous computer experience (preferred).
- 7.) Possess good organizational skills.
- 8.) Is able to work under stress (sometimes emergent) and accept constructive criticism.
- 9.) Is able to make objective judgments.
- 10.) 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 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 patients and 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 patients, physicians, and 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.) Disagreeable odors from patients, anesthetics, and disinfectants.
- 4.) Possibility of injury from careless and improper handling of equipment.
- 5.) Possibility of strain due to improper body mechanics.