

Hutchinson Clinic
Structured Compensation - Job Description
Clinical Research Assistant

Prepared on: 12/6/2007

Page: 1

Department:	Nursing Department	Grade:	5
Reports To:	Clinical Trials Coordinator	Classification:	Non-Exempt
Supervises:	Direct: 1 Indirect: 0		
Approved By:	Compensation Committee	Effective Date:	3/9/2007
		Revised Date:	3/29/2007

Role:

To assist the Clinical Trials Coordinator in all aspects of clinical trials including, working with patients, physicians and staff.

Major Duties and Responsibilities:

(E) Essential or
(N) Nonessential

50%	Organize and maintain patient research charts and other research documentation.	E
20%	Conduct patient research visits in conjunction with nursing staff and physician, following written instructions per protocol.	E
15%	Screen potential research patients for study eligibility.	E
5%	To explain research studies to patients and obtain informed consent.	E
5%	Interact in a professional manner with pharmaceutical company representatives, physicians and other staff to obtain and review data.	E
5%	Evaluate studies for feasibility, including protocol review and analysis of clinic population.	E

Expectations:

1. Interact and communicate with physicians, patients and other staff in a professional manner.
2. Maintain clear and organized documentation and data.
3. Follow written direction and protocols precisely.
4. Multi-task for a variety of projects.
5. Observe all clinic rules and regulations.

Knowledge and Skills:

Experience:	Six months to two years of similar or related experience.
Education:	Equivalent to a high school education.
Interpersonal Skills:	Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the organization, generally regarding routine matters for purposes of giving or obtaining information which may require some discussion.
Other Skills:	Requires frequent walking and standing for prolonged periods of time. Requires sitting for prolonged periods of time. Requires eye-hand coordination and manual dexterity necessary to utilize computer keyboard in preparing reports and computing food amounts and nutrients. Requires exposure to communicable diseases.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

Confidential

Hutchinson Clinic
Structured Compensation - Job Description
Clinical Research Assistant

Prepared on: 12/6/2007

Page: 1

Employee Signature

Date

Confidential

Hutchinson Clinic
Structured Compensation - Job Description
Clinical Research Assistant

Prepared on: 12/6/2007

Page: 1

Confidential