# Research Nurse ll– Position Description

## Position Purpose

Conduct clinical research studies and implement research protocol. Provide and document complex research observations and perform precise collection of specimens.

## Duties and Responsibilities

• Coordinate, evaluate and follow patient participation in clinical research. This includes, but is not limited to identifying, enrolling and consenting patients, organizing study visits and follow-ups, responding to patient telephone calls.

• Assist in the collection and evaluation of data. Complete all forms required for proper protocol documentation. Enter patient data into database and other programs. Maintain patient records.

• Under physician direction, perform protocol-specific clinical tasks including patient assessment, screening, ordering tests, collecting specimens, and monitoring responses. May administer medication or other types of protocol specific intervention.

• Identify problems or obstacles in the system/procedures related to implementation of the research protocols and data collection, and communicate to the study investigators. Notify appropriate personnel of any complications or untoward effects of research.

• Provide patient and family education. May provide staff education concerning research protocols as required.

• Assist with the development, implementation and monitoring of QI activities. Implement and conduct quality control processes to ensure the highest data standards. Develop clinical review data review plan and edit check specifications.

• Assist in the writing and submission of IRB protocols, grant applications, and consent forms. Conduct literature searches. Assure compliance with all relevant IRB and other regulatory agency requirements.

• Maintain and manage data and data systems supporting research activities. This includes correspondence with IRBs; forms and data entry and cross-checks; development and maintenance of computerized record systems to track and account for patient’s participation.

## Knowledge, Skills and Abilities

Knowledge of biology, chemistry, mathematics, documentation, and records management.

Data utilization, complex problem solving, critical thinking, resource management, and writing skills

## Position Requirements

Education: Bachelor’s degree

Certification: RN

Experience: 3 years

FLSA: Exempt