CIVIL SERVICE POSITION DESCRIPTION

Please provide the information necessary to fully describe each of the headings. Position descriptions may vary greatly in length. Use the amount of space necessary to fully describe a position.

INCUMBENT _____ **CSN** _____ **FLSA STATUS** Exempt

PRESENT CLASSIFICATION Research Nurse _____ **DATE** _____

DEPARTMENT/DIVISION Simmons Cancer Institute

Function

The occupant of this position will function as research support at Simmons Cancer Institute at SIU (SCI). The primary purpose of this position is to enroll and manage patients enrolled in oncology clinical studies.

Organizational Relationship

This individual will function within SCI, under the Clinical Trials Office. This position will report to Director of Clinical Trials who in turn reports to the Executive Director of SCI.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

I. Research **80%**

1. Identify patients from clinic lists that are participating in clinical studies and prepare data collection forms as appropriate.
2. Recruits study participants, interview patients, explain research protocols, obtain informed consent, and schedule appointments. Provide emotional support and answer questions to patients as needed.
3. Perform medical assessments required by protocols such as H&P, medication review, phlebotomy, U/A, etc.
4. Assist in the processing of all study submissions to the appropriate committees, including the IRB.
5. Receive and dispense study medications according to sponsor and FDA regulations. Maintain study drug or device inventory log.

6. Draws or collects and prepares biological specimens for shipment to reference laboratory
7. Attend meetings as part of a team of physicians, nurse practitioners, physician assistant, nurses, and research staff.
8. Gather data via chart review for research study case report form completion and submission (this includes electronic case report forms).
9. Complete sponsor company query requests for data clarification
10. Meet with study subjects to assess their health progression from visit to visit for source documentation notes.
11. Attend surgeries to aid surgeon with protocol directives to ensure correct randomizations and test site procedures.
12. Attend all subject follow-up appointments to ensure protocol procedures are followed and to serve as directive aid to physicians.
13. Procure arrangements necessary to carry out clinical trials.
14. Schedule, assist and work side by side with clinical trial monitor on-site visits.
15. Develop pertinent reports using computer software for physicians, residents and medical students.
16. Develops patient education materials and/or promotional literature for clinical studies
17. Gives patient and/or family members instruction on study procedures, risks/side effects, benefits, etc.

II. Administration **20%**

1. Establishes daily priorities in the clinical trials office according to the workload and clinical trial subject volume.
2. Facilitates clinical trial information [Protocol applications, adverse events, serious adverse events, amendment summaries, Informed consents/HIPAA consents, protocol deviations, continuing reviews, contracts, budget submission and protocol termination] between the sponsoring companies, local Institutional Review Board and Memorial Medical Center/St. John's Hospital for approval.
3. Maintain sponsor company regulatory binders in accordance with Food & Drug Administration (FDA) guidelines and sponsor company guidelines.
4. Monitor, coordinate and schedule clinical trial subject follow-up appointments per protocol outline. Meet with patients to collect the necessary information: Medical and medication history since last visit. Process blood samples (centrifuge, pipette/aliquot and store/ship).
5. Possess thorough knowledge of FDA guidelines as they apply to clinical research involving human subjects.
6. Develop, write and query computer registries using the various clinical and basic science research programs.
7. Assist residents and medical students with obtaining appropriate training/ information to complete studies as needed.
8. Participates in research training and educational initiatives in the Department
9. Prepare data from analysis in such a manner that slides can be made for presentations and teaching sessions.

Skills and Abilities Needed for the Position

Excellent written and oral communication skills
Computer proficiency: word processing, data entry, database management
Ability to work with minimal supervision
Organized with excellent attention to detail
Management of high volume of work with limited turn-around time
Ability to learn complex concepts (regulatory, ethical, and scientific)
Sensitive to the needs of underrepresented minority populations
Interacts well with people from a wide variety of educational, occupational, and ethnic backgrounds

Preferred Qualifications

Bachelor's degree in nursing
Research experience preferred
Oncology experience preferred
Research experience in clinical investigation preferred

Responsibility

A. Supervisory Controls –Supervisory controls occur both written and orally by the Director of Clinical Research in accordance with the guidelines established by SIU Medicine. Whatever is necessary to ensure the proper and efficient operation of the unit determines all priorities and deadlines.
B. Guidelines – The incumbent will follow the guidelines established through SIU Medicine, clinical trial sponsor, government agencies at federal and state levels, and local institutional review boards. Clarification and guidance provided by Director of Clinical Research.

Difficulty

A. Complexity – Incumbent must perform responsibly in the area of confidentiality in all situations. The nature of this job entails a variety of tasks, steps, processes, methods, and activities to be performed by the incumbent for this position. A great degree of good judgment, initiative, professionalism and consistency needs to be maintained in order to successfully perform job functions amidst a wide variety of potential distractions. Confidentiality and professionalism is mandatory for all aspects of this position.

B. Scope and Effect – The assignment is intended to ensure compliance with Federal, State, and local regulations for clinical research as well as ensure accuracy of data for submission for manuscript publication. Work performed improperly can lead to non-compliance with Federal, State, or local regulations leading to loss of research capability for the site or investigator.

Personal Contacts

This position has personal, email, and telephone contact on a daily basis with visitors, physicians, clinic and administrative staff, secretaries, medical records, accounting personnel, hospital and university staff, and outside agencies.

Environmental, Health and Safety Responsibilities
Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Working Conditions

See attached *Physical and Environmental Requirements* form

INCUMBENT: _____ DATE _____

REVIEWED BY: _____ DATE _____
Immediate Supervisor

_____ DATE _____
Department Head/Chair

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Research Nurse

Position No. (If applicable): _____ Department: Cancer Institute-SMS

WORK ENVIRONMENT: *(Check all applicable environments)*

☒ Office	☒ Hospital
☒ Clinic	☐ Warehouse
☐ Research Laboratory	☐ Outdoors
☐ Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	
(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)					
Reading	○	○	○	◉	○
Writing	○	○	○	◉	○
Speaking	○	○	○	◉	○
Close visual acuity	○	○	○	◉	○
Travel	○	◉	○	○	○
Hearing - Conversation	○	○	○	◉	○
Hearing - Other Sounds	○	◉	○	○	○
Stooping	○	○	◉	○	○
Squatting	○	○	◉	○	○
Gross hand manipulation	○	○	◉	○	○
Fine hand manipulation	○	○	○	◉	○
Working in dust, fumes, gases, or irritants	◉	○	○	○	○
Working at heights	○	○	○	○	◉
Working in extreme cold, heat and/or humidity	○	○	○	○	◉
Working in close quarters	○	○	○	○	◉
Climbing	○	○	○	○	◉
Operating motor vehicles	○	◉	○	○	○
Sitting	○	○	◉	○	○
Standing	○	○	◉	○	○
Walking	○	○	◉	○	○
Working above shoulder level	○	◉	○	○	○
Twisting	○	◉	○	○	○
Kneeling	○	◉	○	○	○
Pushing or pulling		10 - 20 lbs.			○
Carrying			10 - 20 lbs.		○
Lifting			10 - 20 lbs.		○
Other (Please list): _____	○	○	○	○	○

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature _____ Date _____ Supervisor Name _____

Employee Signature _____ Date _____