

The format utilized for principal administrative positions follows:

**PRINCIPAL ADMINISTRATIVE
POSITION DESCRIPTION**

for the period _____ to _____

NAME: _____ FLSA STATUS _____

TITLE: _____

DEPARTMENT: _____

POSITION FUNCTION

The incumbent will function as coordinator of biospecimen collection/processing and research support in the Clinical Research Office at Simmons Cancer Institute (SCI).

ORGANIZATIONAL RELATIONSHIPS

The incumbent will function within Simmons Cancer Institute, under the Clinical Trials Office. This position will report to the Director of Clinical Trials who in turn reports to the Executive Director of the Cancer Institute, who in turn reports to the Dean and Provost of the School of Medicine.

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.

This section should list the primary duties and responsibilities of the position with the anticipated percentage of time allocated for each area of responsibility.

I. Administration

49%

- Obtain required training and maintain certification for conducting research and to maintain integrity of research. Possess thorough knowledge of FDA guidelines as they apply to clinical research involving human subjects.
- Manage laboratory/ clinical research office commodity and hazardous chemical inventory and maintain laboratory conditions to meet annual safety inspections.
- Maintain and order equipment, supplies, and services required for laboratory maintenance in accordance with the approved budget and Department and University

purchasing procedures and regulations. Ensure that all invoices are submitted through appropriate channels for payment in a timely manner.

- Establishes daily priorities in the Clinical Trials Office according to the need for biospecimen procurement as well as other research related activities.
- Manage biospecimen laboratory and maintain records concerning the collection, processing, and storage of biospecimens as well as those related to the distribution and financial tracking of the specimen requests.
- Participate, as needed, in the consent of study participants for enrollment in biospecimen collection studies. Procure human specimens, including but not limited to tissue, blood, saliva, and urine specimens. Properly characterize, catalogue and store these samples under ideal conditions for research purposes. Maintain the records associated with the collection, storage, and distribution of specimens.
- Abstract and enter data into Clinical Research Office databases for tracking of specimens and patients.
- Possess thorough knowledge of study laboratory protocols to complete subject visits according to individual protocol demands.
- Maintain temperature monitoring devices and the download of data on a monthly basis.
- Distribute human specimens to investigators that have obtained the proper committee approvals.
- Develop, write and query computer registries using the various clinical and basic science research programs.
- Participates in research training and educational initiatives in the Department
- Act as liaison between the Cancer Institute and investigators, clinicians, and pathology / surgical departments at both hospitals.
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II. Teaching **2%**

- Assisting with training and direction of students, residents or fellows in biospecimen research.

III. Research **49%**

- Assist SCI Clinical Research Office in the prescreening of patients for clinical trials.
- Keep accurate records of experimental protocols and results and assist in data analysis and the preparation of figures for publication.
- Assist in the processing of all Tissue Bank requests, collections, and data review as needed.
- Gather data via chart review for research study case report form completion and submission (this includes electronic case report forms).
- Assist SCI Clinical Research Office in the case finding of patients to be included in the SCI cancer registry.
- Process and prepare clinical trial laboratory specimens for shipment per protocol guidelines.
- Develop pertinent reports using computer software for physicians, residents and medical students.
- Attend surgeries to aid surgeon with protocol directives to ensure correct procurement of biospecimens.
- Perform research and experimentation using modern cell and molecular biology techniques as assigned by supervisor with limited direction.

AUTHORITY AND RESPONSIBILITY

Supervisory controls occur both written and orally by Director in accordance with established guidelines. Incumbent must be able to work independently and coordinate schedule for biospecimen collection without direct input from supervisor. This person may supervise Researcher I level positions.

MINIMUM QUALIFICATIONS

- MS/MA degree in appropriate field **or**
- BS/BA degree in appropriate field **and** 2 years' work experience in a relevant field
- Sensitive to the needs of underrepresented minority populations
- Valid driver's license
- Ability to occasionally arrive earlier than 8am and stay later than 4:30 pm in order to obtain consent and procure biospecimens from surgical procedures. This also includes the possibility of processing specimens on holidays or administrative closure days.
- Sensitive to the needs of underrepresented minority populations

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)
- Interacts well with people from a wide variety of educational, occupational, and ethnic backgrounds

DESIRABLE QUALIFICATIONS

- Human Subject Protection Training
- IATA Training
- Human Subject Research Experienc

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

- Handling of Liquid Nitrogen tanks and equipment
- Monitoring of laboratory safety equipment
- Handling of human specimens

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

WORKING CONDITIONS/PHYSICAL DEMANDS

This section is used to describe the environment in which the job is performed and specify the physical demands of the position. As this information is outlined on the required Physical and Environmental Requirements form, this section can read "See attached Physical and Environmental Requirements form."

Incumbent

Date

Supervisor

Date

Department Head/Chair

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Researcher II**
 Position No. (if applicable): _____ Department: **Cancer Institute-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input checked="" type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input checked="" type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling			20 - 40 lbs.		<input type="radio"/>
Carrying			5 - 10 lbs.		<input type="radio"/>
Lifting		20 - 40 lbs.			<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 _____