

**SIU School of Medicine
POSITION DESCRIPTION**

For the period _____ to _____

NAME:
FLSA STATUS: Exempt
RANK: Post-Doctoral Fellow
DEPARTMENT/DIVISION Center for Clinical Research

POSITION FUNCTION

This Center for Clinical Research based position will involve the planning, coordination and administration of emerging research programs at SIU School of Medicine. This includes, but is not limited to, participation in the development of high-priority clinical and translational research programs under the direction of the Director of the Center for Clinical Research (CCR), Joseph Milbrandt, PhD. This position will also assist with analysis and interpretation of research findings; organize and prepare data for research grant proposals, presentations and publications; and assist with manuscript development, writing and submission. This position requires a strong understanding of the scientific research process and the regulatory policies and guidelines that govern human subject research.

ORGANIZATIONAL RELATIONSHIPS

It is anticipated that the employee will require minimal direct supervision. The employee may receive written or oral directives from the Director of the CCR, Faculty and/or administrators within the CCR and participating Departments. The Director of the CCR and and/or their designate will review performance on a regular basis.

CHARACTERISTIC 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.

Duties and Responsibilities

Time Commitment

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| I. Administration | 40% |
| <ul style="list-style-type: none">• Serves as the principal research liaison between the CCR and various participating Departments' clinical and translational research projects. | |

- Assists with research administrative and regulatory activities as assigned.
- Keeps CCR and participating Departments informed of all relevant research information and manages questions or problems requiring attention.
- Ensures compliance with SIU SOM, SIU Healthcare, SCRIHS, LACUC and affiliate hospitals policies and procedures and the Standard Operating Procedures of the CCR.
- Participates in CCR staff and specific research project team meetings as appropriate.
- May supervise researchers/technicians participating in these activities, as necessary.

II. Research 50%

- Assist with analysis and interpretation of research findings and organizes and prepares data for research grant proposals, presentations and publications.
- Assists with manuscript development, writing and submission.
- Assists with clinical research protocol development.
- Participates and coordinates clinical research activities for approved protocols.
- Ensures protocols are submitted to appropriate review committees, such as SCRIHS and LACUC as appropriate.
- May obtain informed consent from subjects and/or their legal representative for enrollment into research studies.
- Assembles and organizes all test results and data in accordance with protocol requirements and may perform basic statistical analyses when needed.
- Conduct data collection for retrospective and prospective research studies and develop pertinent reports from the data gathered from various sources.
- Record and file hard-copy data from studies and maintain appropriate, up-to-date summaries for reference and review.
- Perform protocol specific procedures (i.e. preparing laboratory specimens, shipping biologic and/or hazardous materials, electrophysiological measures, histologies).
- Conduct literature reviews from various sources relative to specific research studies. Investigate scientific literature for appropriate references; prepare reports and graphical presentations with assistance from supervisor.
- Gather information for database through hospital records; SIU medical records; physician notes and records.

III. Teaching 5%

- Instructs other personnel (i.e., faculty researchers, technicians, residents, medical students, nurses) in protocol requirements and/or research methods as needed.

IV. Service 5%

- Educates patients and their families about participating in clinical research activities.
- Represents CCR on various school/hospital-based committees and work groups, as assigned.
- 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.

AUTHORITY AND RESPONSIBILITY

Incumbent does not have the authority to hire, fire, or make any decisions regarding employee salaries or disciplinary actions. This position will also have no budgetary authority, but may participate in and make recommendations for policy formulation in the Center for Clinical Research. It is anticipated that the employee will require minimal direct supervision while performing assigned duties.

MINIMUM QUALIFICATIONS

- 1. Ph.D. or other doctoral degree from an accredited university.
- 2. Sensitive to the needs of underrepresented minority populations.

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/PHYSICAL DEMANDS

See attached Physical and Environmental Requirements form.

	Date		Date
Post-Doctoral Fellow Center for Clinical Research		Danuta Dynda, MD, MBA Supervisor Center for Clinical Research Research Assistant Professor, Surgery	

	Date
Joseph C. Milbrandt, Ph.D. Director, Center for Clinical Research	

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Post-Doctoral Fellow**

Position No. (If applicable): _____ Department: **Center for Clinical Research-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 type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> 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	<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 type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling					<input type="radio"/>
Carrying					<input type="radio"/>
Lifting					<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.

Albert Botchway, PhD

Supervisor Signature _____ Date _____ Supervisor Name _____ Employee Signature _____ Date _____