

## UW HEALTH JOB DESCRIPTION

### Clinical Research Coordinator

Job Code: 27004	FLSA Status: Non-Exempt	Mgt. Approval: L. Werning	Date: 5-2017
Department : Department of Surgery, Office of Clinical Research (DOS-OCR)		HR Approval: nnl	Date: 5-2017

#### JOB SUMMARY

Clinical Research Coordinators (CRC) for the Department of Surgery, Office of Clinical Research (DOS-OCR) are responsible for ensuring study activities are conducted appropriately for clinical research. Individuals will alternate call duties with other DOS-OCR CRCs at an interval that varies according to personnel availability, but in general, every 3 to 4 weeks. This position is a complementary appointment for Clinical Research Coordinators employed by the University of Wisconsin's School of Medicine and Public Health (UWSMPH)

The on call CRC will be available via phone during the coverage period assigned to them in advance, and will be available to come to the hospital for study procedure as needed.

#### MAJOR RESPONSIBILITIES

1. The on call CRC will be available via phone during the coverage period assigned to them in advance, and will be available to come to the hospital for study procedure as needed.
2. Screen for potential subjects based on protocol eligibility requirements.
3. Discuss research studies with potential study participants, including possible risks and benefits of study participation, required study visits and procedures, and the participants' rights as a research subject.
4. Assist the principal investigator in obtaining signed informed consent from the potential subject.
5. Collect data on subjects pre-operatively, intra-operatively, and post-operatively. This data collection will involve direct subject communication and collecting data from the subject's medical records. Data will be documented in electronic or paper case report forms; these include detailed medical and surgical histories, laboratory and procedure test results, concomitant medications, adverse events, and serious adverse events that will be reported to the sponsor and the UW institutional review board.
6. Collect or oversee the collection, processing, and shipping of blood, urine, and tissue samples for both UW and central lab processing.
7. Manage study-related outpatient follow-up visits.
8. Maintain records pertaining to the investigational drugs or devices being studied.
9. Provide administrative support to the principal investigator (PI) and co-investigators as it pertains to the overall management of each clinical trial.
10. Maintain direct liaison with study sponsor on behalf of the PI.
11. Work collaboratively with other members of the Surgery Clinical Research Program, including other study coordinators, IRB regulatory specialists, and the Director of Clinical Research.
12. Other duties and projects, as needed

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

#### JOB REQUIREMENTS

Education	Minimum	Employed by UWSMPH in the title of Clinical Research Coordinator
	Preferred	
Work Experience	Minimum	
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		

#### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)

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<b>x</b>	School Age (6 – 12 years)	<b>x</b>	Older Adult (Over 65 years)
<b>JOB FUNCTIONS</b>			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
<b>PHYSICAL REQUIREMENTS</b>			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
<b>Physical Demand Level</b>	<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
<b>x</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.