| | |
|---|---|
| Spec. Code: | 2742 |
| Occ. Area: | 12 |
| Work Area: | 442 |
| Prob. Period: | 6 mo. |
| Prom Line: | None |
| Effective Date: | 02/01/08 |
| Last Action: | Rev. |

# RESEARCH NURSE

Function of Job

Employees in this classification are registered professional nurses who coordinate and oversee clinical or field operations of medical research projects. They participate in assessing, planning, implementing and evaluating patient care in clinical research studies and will establish clinical research organizational policies and procedures as well as carry out research. They work under general supervision.

Characteristic Duties and Responsibilities

1. Recruits clinical study participants; schedules appointments, interviews and evaluates potential participants

2. Instructs potential research patients, responsible family members, and family physician/nurse practitioner/physician assistants in aspects of the patient's care, available research studies and treatments and side effects

3. Educates patients concerning diagnosis and treatment plan and explains informed consent procedures to research study patients and obtains patients' written consent.

4. Evaluates and develops patient education materials and gives patient and/or family members instruction on drug administration and other medical information.

5. Performs nursing assessments and monitors patients' progress during clinical trials; notifies faculty investigator of any adverse events including evidence of drug toxicity or unexpected side effects.

6. Performs initial interview during each patient visit; plans appropriate care under direction of a physician/nurse practitioner/physician assistant.

7. Attends meetings as part of a team of physicians, nurse practitioners, physician assistants, nurses and research staff.

8. Assesses and documents compliance of research patients.

9. Participates with other research staff in assessing, planning, implementing and evaluating the success of research studies with other health care providers.

10. Provides emotional and educational support to research patients and serves as liaison between them and the investigators.

11. Obtains and reviews medical records for potential research subjects; maintains medical records of research subjects which includes documentation of laboratory test results and progress of research study patients, following guidelines set forth by the protocol sponsors.

12. Coordinates research activities including the scheduling of laboratory tests and or exams for patients in the studies; completes case report forms for each study participant and documents medical data in patient study chart.

13. Performs a variety of clinical duties, which may include EKGs, blood smears and processing of blood serum, urine and chemistries and recording the results in the patient study chart.

14. Prepares biological specimens for shipment to reference laboratory and centrifugation of hazardous biological and chemical materials.

15. Notifies research study patients of laboratory test results.

16. Discusses current medical treatments, medications and therapies with medical company representatives; relays this information to medical staff and offers suggestions as to the use of new treatments, medications and therapies.

17. Acts as Principal Investigator's representative as appropriate. This may involve communicating with the public, media, University officials and federal, private and pharmaceutical company personnel.

18. Maintains patient database information, collates and prepares for publication; participates in synthesizing data to evaluate the significance of compiled data.

19. Assists investigators with data collection, review of literature, methodology and writing of abstracts; investigates literature for general and specific references of interest to the research protocols and conducts library research as needed; reviews potential protocols to evaluate their suitability for study.

20. Prepares project approval forms necessary for submission to appropriate committees.

21. Develops written informed consent forms for new protocols in accordance with FDA regulations; prepares project approval forms necessary for submission to appropriate committees.

22. Assists physician/nurse practitioner/physician assistant and/or Principal Investigator in writing manuscripts for publication and/or presentation of materials at conferences.

23. Assists in presenting seminars on research studies and related topics to potential referral sources, and area allied health care professionals.

24. Attends research meetings and conferences as required.

25. Provides orientation, information, training and assistance for new nursing personnel, medical students, researchers, residents and fellows to the research activities.

26. Participates in staff meetings and in-service education of nursing and medical staff.

27. Assists department administration with fiscal management of studies including budget development, funding needs, expenditure reporting, collection of contract/grant payments, and file maintenance; posts billings and issues statements incurred during study.

28. Prepares proposals and protocols for funding sources.

29. Maintains adequate inventory of research supplies necessary for research activities; maintains exam rooms and laboratory.

30. Performs other related duties as assigned.

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERFIEID BY PLACEMENT OFFICER:

1. Licensure as a Registered Professional Nurse in Illinois with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.

2. One year of work experience as a Registered Professional Nurse.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

1. Excellent oral and written communication skills.

2. High degree of empathy for patients required.

3. Ability to work independently.

4. Demonstrated supervisory skills.

5. Strong problem solving abilities.

6. Must have an understanding of OSHA guidelines in handling hazardous biological and chemical materials.

7. Research experience in an academic setting preferred.