

Class Code:.....1233
Position #: (PTAA).....(E)
Developed by:.....TD
Reviewed by:.....LK
Approved by:.....LK
Date:.....05/17;01/18

UNIVERSITY OF RHODE ISLAND

Position
Description

TITLE: Technician III (Clinical Research Programs)
DIVISION: Academic Affairs (George & Anne Ryan Institute for Neuroscience)
REPORTS TO: Executive and Associate Directors, Ryan Institute
GRADE: 11
SUPERVISES: Staff associated with clinical investigative sites

Basic Function:

Support investigators and their staff at multiple clinical trial sites during the planning and conduct of clinical trials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in the assembly and maintenance of documents and records associated with the planning and conduct of clinical trials of potential therapies for neurodegenerative diseases. Document adherence to local, state and federal regulations regarding the conduct of clinical trials.

Assist in the analysis of data for presentation and publication.

Assist in the instruction of support staff at the University of Rhode Island and our collaborating institutions in the proper execution of clinical trials.

Obtain and communicate recommendations regarding the need for changes in study protocols, coordinate response to reported cases of adverse events and ensure proper reporting to Investigational Review Board (IRB) and the Food and Drug Administration (FDA).

Assist investigators in ensuring adherence to study protocols before, during and after the initiation of each clinical trial.

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Prepare educational material for potential trial participants, recruiting site staff and media outreach.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing; database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions

QUALIFICATIONS:

REQUIRED: Bachelor's degree with industry and/or clinical laboratory professional experience, **or** High school diploma with a minimum of three years of industry and/or clinical laboratory experience; Demonstrated experience with federal reporting policies and procedures; Demonstrated knowledge of US FDA regulations; Demonstrated experience in the planning and conduct of clinical trials; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated ability to initiate, manage and develop successful collaboration among academic, clinical and government organizations; and, Demonstrated ability to prepare and deliver oral presentations and prepare manuscripts for publication.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.