**Job Code:.....101346**
**Position #:(PTAA)....(NE)**
**Developed by:.....TD**
**Reviewed by: . . . . DLJ**
**Approved by:.....LK**
**Date:. . . . . 01/19**

**UNIVERSITY OF RHODE ISLAND**
**Position Description**

**TITLE:** Technician I, Clinical Research Program

**DIVISION:** Academic Affairs (George & Anne Ryan Institute for Neuroscience)

**REPORTS TO:** Technician III, Clinical Research Program

**GRADE:** 7

**SUPERVISES:** N/A

**BASIC FUNCTION:**

Provide support for clinical trial operational activities. Assist the Clinical Program Coordinator in the daily administrative and operational business of the George and Anne Ryan Institute for Neuroscience clinical trial work. Carry out administrative duties necessary for the proper functioning of clinical trials. Maintain customer service support operations/communications for investigative sites. Perform data entry duties and reconcile data queries. Maintain in-house training program requirements to meet the technical and administrative needs of the clinical trial environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve as a representative of the George & Anne Ryan Institute for Neuroscience (GARIN.)

Track metrics related to GARIN clinical trial oversight and the monitoring plan.

Perform administrative functions of assigned clinical trials including, such as the processing and tracking of paperwork for third-party service providers.

Assist project teams with clinical trial tracking (e.g. clinical trial management systems, quality control activities, etc.)

Assist in data entry and reconciliation activities.

Collect routine clinical biological samples at investigative sites for central distribution.

Collect disease specific samples and facilitate long-term storage, tracking, and shipment of clinical trial biological samples.

Handle HIPAA information in a sensitive and confidential nature.

Interface with external clinical trial partners.

Serve as facilitator of incoming requests by disseminating amongst administrators, faculty, staff and the external community as appropriate.

Participate in investigator and community outreach meeting planning and execution.

Coordinate ordering, dispatch and tracking of clinical trial materials (e.g. CRFs, lab supplies, investigative drug supplies) as appropriate.

Contribute to the development of departmental practices.

Regularly review relevant literature to research being conducted to gain a better understanding of the project.

Participate in community outreach activities promoting AD education and clinical trial participation.

Attend project team meetings.

**OTHER DUTIES AND RESPONSIBILITIES:**

May review medical records to abstract information necessary to complete forms.

May request and follow-up on missing data such as laboratory tests.

May perform literature searches to carry out established research objectives.

May assist in writing presentations based on research assignments.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printer, word processing, database management and spreadsheet software; Valid Driver's License; Frequent in-state travel.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** High School diploma with three years' clinical care experience, OR Associate's degree in a health-related field; Demonstrated understanding and

working knowledge of clinical research and phases of drug and/or device development; Demonstrated knowledge of US clinical research law & guidelines as demonstrated by ICH/GCP, IATA, and HSP certifications; Demonstrated knowledge of medical terminology; Minimum two years' experience in a complex administrative environment subject to HIPAA regulations; Minimum two years' experience developing/delivering health care education and processes; Demonstrated experience in computing (including word processing, data entry, and spreadsheet software); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communications; Demonstrated ability to develop relationships with key stakeholders across a variety of disciplines; Demonstrated conflict management and negotiation skills; Demonstrated planning, time-management, and organizational skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated knowledge of Medicare policy, plans and administration; Demonstrated experience in healthcare (clinic, hospital system, etc.) or drug development environment; and, Demonstrated ability to learn new computer software and programs.

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