

Job Code:.....101347  
Position #: (PTAA).... (NE)  
Developed by:.....TD  
Reviewed by: . . . . DLJ  
Approved by:.....LK  
Date: . . . . . 01/19

**UNIVERSITY OF RHODE ISLAND  
Position Description**

**TITLE:** Technician II, Clinical Research Program  
**DIVISION:** Academic Affairs (George & Anne Ryan Institute for Neuroscience)  
**REPORTS TO:** Technician III, Clinical Research Program  
**GRADE:** 9  
**SUPERVISES:** N/A

**BASIC FUNCTION:**

Provide coordination and support for all clinical trial operational and monitoring 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 to initiate, monitor and complete clinical programs at the clinical trial site level. Act as a mentor for less senior members of the clinical trial team. Provide clinical project team input into clinical site operations. 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.)

Serve as the main point-of-contact for clinical site monitoring functions.

Coordinate and conduct study monitoring visits (pre-study, initiation, interim and close-out) and reconcile missing or invalid data on assigned projects.

Provide operational input into key study documents including the study protocol, ICF, CRFs, SAP, monitoring, and End of Stud Report, as assigned.

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

Oversee research specimen collection, accountability, monitoring, reconciliation, and shipment as needed.

Handle HIPAA information in a sensitive and confidential nature.

Interface with external clinical trial partners.

Facilitate information flow between clinical trial sites, project team members, and external partners (investigative sites, service vendors, and other personnel as appropriate.)

Participate in investigator and community outreach meeting planning and execution.

Monitor proper 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.

Assist in writing presentations and participate in community outreach activities promoting AD education and clinical trial participation.

Attend project team meetings.

**OTHER DUTIES AND RESPONSIBILITIES:**

May conduct literature searches for clinical trial/design development.

May collect routine clinical biological samples at investigative sites for central distribution.

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

May assist in data entry and reconciliation activities.

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:** Bachelor's degree with three years' clinical care experience, OR High School diploma with four years in a clinical research environment as a Clinical Research Associate (CRA), OR six years' relevant experience in a healthcare-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 four years' experience in a complex administrative environment subject to HIPAA regulations; Minimum four years' experience developing and/or presenting health care education and planning; 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 exposure to successful collaborations among academic, clinical and/or government organizations; 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.**