

**Emory University**  
**General Job Description**

<b>Title:</b>	Clin Research Interviewer I	<b>Job Family:</b>	4409	Clinical Research: Coord
<b>Job Code:</b>	ST18	<b>Job Function:</b>	CT	Clinical Research Nsg & Admin
<b>FLSA Status:</b>	Non-Exempt	<b>EEO Code:</b>	47	
<b>Grade:</b>	225	<b>Effective Date:</b>	11/1/2012	
<b>Salary Range</b>				
<b>Minimum:</b>	\$25,800	<b>Midpoint:</b>	\$34,100	<b>Maximum:</b> \$42,400

---

**JOB DESCRIPTION:** Identifies, contacts, corresponds with and interviews research study participants, either in person, in a clinical setting, at a subject's residence or by telephone to obtain data for an assigned research project. Collects, codes and enters study information into database and may assist in data compilation. Edits completed interview questionnaires for completeness, legibility and accuracy. Obtains missing or questionable data. Maintains complete and accurate records and files pertaining to one or more research studies. Performs related non-clinical responsibilities as required.

**MINIMUM QUALIFICATIONS:** A high school diploma or equivalent. One year of administrative support, customer service or other relevant experience. Data entry experience.

Note - In the clinical setting, this research role is limited to no more than casual physical contact with the research subject and no invasive or diagnostic procedures.

---

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.**

---

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

**Emory University**  
**General Job Description**

<b>Title:</b>	Clin Research Interviewer II	<b>Job Family:</b>	4409	Clinical Research: Coord
<b>Job Code:</b>	ST19	<b>Job Function:</b>	CT	Clinical Research Nsg & Admin
<b>FLSA Status:</b>	Non-Exempt	<b>EEO Code:</b>	47	
<b>Grade:</b>	226	<b>Effective Date:</b>	6/1/2012	
 <b>Salary Range</b>				
<b>Minimum:</b>	\$27,400	<b>Midpoint:</b>	\$36,400	<b>Maximum:</b> \$45,200

**JOB DESCRIPTION:** Recruits, screens, identifies, contacts, and interviews participants to obtain data for assigned research projects. Interviews may be conducted in person, in a clinical setting, the subject's residence, or by telephone. Coordinates the data collection process. May abstract data from the participant's medical record. Schedules appointments, obtains consent forms, explains the study to the participant and collects data. May observe participants and record results of observation through written documentation or video recording. Edits completed questionnaires for completeness, legibility and accuracy. Follows up with participants to obtain missing data or clarify existing data. Designs forms, worksheets and study questionnaires. May code and enter data into a database. Compiles data and produces reports to be used for analysis of research findings. Provides direction to others engaged in the interviewing process. Maintains required record-keeping. Performs related responsibilities as required.

**MINIMUM QUALIFICATIONS:** A high school diploma or equivalent. Two years of administrative support, customer service or other related experience which includes one year of interviewing experience. Data entry experience. This position is intended to support clinical research and all clinical training requirements must be monitored through Emory Healthcare under the CLINICAL RESEARCHER category.

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.**

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

**Emory University**  
**General Job Description**

<b>Title:</b>	Clin Research Coordinator I	<b>Job Family:</b>	4409	Clinical Research: Coord
<b>Job Code:</b>	ST01	<b>Job Function:</b>	CT	Clinical Research Nsg & Admin
<b>FLSA Status:</b>	Non-Exempt	<b>EEO Code:</b>	46	
<b>Grade:</b>	230	<b>Effective Date:</b>	3/1/2012	

---

**JOB DESCRIPTION:** Handles or assists with administrative activities associated with the conduct of clinical trials. Maintains data pertaining to research projects, completes source documents/case report forms, and performs data entry. Assists with patient recruitment. Attends study meetings. Orders and maintains equipment and supplies. Reviews medical records and/or conducts screenings for recruitment of study participants, performs interviews and QOL questionnaires. Collects study specimen according to protocol which may include phlebotomy, processing, and preparation for shipping. Coordinates services, schedules procedures, creates and maintains case packages, and monitors charges. Assists with quality assurance and tracks regulatory submissions. Performs related responsibilities as required.

**MINIMUM QUALIFICATIONS:** Two years of college in a scientific, health related, or business administration program or licensed as a practical nurse and one year of administrative support or licensed practical nursing experience, or equivalent combination of experience, education, and training. This position is intended for clinical research and all training requirements must be monitored through Emory Healthcare under the category of CLINICAL RESEARCHER.

DATE CREATED/MODIFIED/REVIEWED: 02/16/12 JAK

---

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.**

---

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

**Emory University**  
**General Job Description**

<b>Title:</b>	Clin Research Coordinator II	<b>Job Family:</b>	4409	Clinical Research: Coord
<b>Job Code:</b>	ST02	<b>Job Function:</b>	CT	Clinical Research Nsg & Admin
<b>FLSA Status:</b>	Exempt	<b>EEO Code:</b>	46	
<b>Grade:</b>	231	<b>Effective Date:</b>	3/1/2012	

---

**JOB DESCRIPTION:** Handles administrative activities associated with the conduct of clinical trials. Provides guidance to less experienced staff. Manages research project databases, develops flow sheets and other study related documents, and completes source documents/case report forms. Interfaces with research participants, determines eligibility and consents study participants according to protocol. Approves orders for supplies and equipment maintenance. Assists in developing recruitment strategies and conducting screenings for study participants including interviews and questionnaires. Supervises collection of study specimens and processing. Establishes case packages for study procedures, monitors scheduling of procedures and charges, coordinates other services as needed. Ensures compliance with research protocols, reviews case report forms and audits for accuracy with source documents, attends monitoring meetings with sponsors. Prepares regulatory submissions. With appropriate credentialing and training, may perform phlebotomy or diagnostics. Performs related responsibilities as required.

**MINIMUM QUALIFICATIONS:** Two years of college in a scientific, health related, or business administration program or Licensed as a Practical Nurse. Three years of research administration experience. Candidates with a bachelor's degree in a scientific, health related or business administration program and two years of research administration experience will also be considered. This position is intended for clinical research and all clinical training requirements must be tracked through Emory Healthcare under the Clinical Researcher category.

---

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.**

---

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

**Emory University**  
**General Job Description**

<b>Title:</b>	Clin Research Coordinator III	<b>Job Family:</b>	4409	Clinical Research: Coord
<b>Job Code:</b>	ST03	<b>Job Function:</b>	CT	Clinical Research Nsg & Admin
<b>FLSA Status:</b>	Exempt	<b>EEO Code:</b>	46	
<b>Grade:</b>	232	<b>Effective Date:</b>	3/1/2012	

---

**JOB DESCRIPTION:** Independently manages significant and key aspects of a large clinical trial or all aspects of one or more small trials. Trains and provides guidance to less experienced staff. Oversees data management for research projects. Interfaces with research participants and resolves issues related to study protocols. Authorizes purchases for supplies and equipment maintenance. Determines effective strategies for promoting/recruiting research participants and retaining participants in long term clinical trials. Periodically audits operations including laboratory procedures to ensure compliance with applicable regulations; provides leadership in identifying and implementing corrective actions/processes. Monitors IRB submissions and responds to requests and questions. Interfaces with study sponsors, monitors and reports SAEs; resolves study queries. Provides leadership in determining, recommending, and implementing improvements to policies/processes. May provide supervisory duties Assists in developing grant proposals and protocols. With appropriate credentialing and training may perform phlebotomy, specimens collection or diagnostics. Performs related responsibilities as required.

**MINIMUM QUALIFICATIONS:** Two years of college in a scientific, health related, or business administration program or Licensed as a Practical Nurse and five years of research administration experience. Candidates with a bachelor's degree in a scientific, health related or business administration and three years of research administration experience or a master's degree in a scientific field or business administration will also be considered. Certified Research Administrator (CRA) or Clinical Research Coordinator (CRC) preferred. This position is intended for clinical researcher and all clinical training requirements must be tracked through Emory Healthcare under the CLINICAL RESEARCHER.

---

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.**

---

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

**Emory University**  
**General Job Description**

<b>Title:</b>	Clin Research Coordinator IV	<b>Job Family:</b>	4409	Clinical Research: Coord
<b>Job Code:</b>	ST04	<b>Job Function:</b>	CT	Clinical Research Nsg & Admin
<b>FLSA Status:</b>	Exempt	<b>EEO Code:</b>	46	
<b>Grade:</b>	233	<b>Effective Date:</b>	3/1/2012	

**JOB DESCRIPTION:** Manages a large or multiple smaller clinical research projects. Recruits, orients, and supervises staff who handle research administration activities associated with the conduct of clinical trials. Manages clinical trials related information systems. Supervises the implementation of and adherence to study protocols. Monitors expenditures and adherence to study budgets and resolves CAS issues. Educates research staff on established policies, processes and procedures. Determines effective strategies for promoting/recruiting research participants and retaining participants in long term clinical trials. May supervise Clinical Research Coordinators. Periodically audits operations including laboratory procedures to ensure compliance with applicable regulations; provides leadership in identifying and implementing corrective actions/processes. Plans, identifies, and handles study related equipment and facilities needs. Provides leadership and expertise in identifying and completing research grants, study materials, brochures and correspondence. Develops and submits grant proposals. Leads or chairs committees or task forces to address and resolve significant issues. Performs related responsibilities as required.

**MINIMUM QUALIFICATIONS:** Completion of two years of college in a scientific, health related, or business administration program or a Licensed as a Practical Nurse and six years of research administration experience. Candidates with a bachelor's degree in a scientific, health related or business administration and four years of research administration experience or a master's degree in a scientific field or business administration and one year of research administration experience are also considered qualified. Certified Research Administrator (CRA) or Clinical Research Coordinator (CRC) preferred. This position is intended to support clinical research and all clinical training requirements must be managed by Emory Healthcare under the credentialing category of CLINICAL RESEARCHER.

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.**

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

**Emory University**  
**General Job Description**

<b>Title:</b>	Clin Research Coordinator I	<b>Job Family:</b>	4409	Clinical Research: Coord
<b>Job Code:</b>	ST01	<b>Job Function:</b>	CT	Clinical Research Nsg & Admin
<b>FLSA Status:</b>	Non-Exempt	<b>EEO Code:</b>	46	
<b>Grade:</b>	230	<b>Effective Date:</b>	3/1/2012	

---

**JOB DESCRIPTION:** Handles or assists with administrative activities associated with the conduct of clinical trials. Maintains data pertaining to research projects, completes source documents/case report forms, and performs data entry. Assists with patient recruitment. Attends study meetings. Orders and maintains equipment and supplies. Reviews medical records and/or conducts screenings for recruitment of study participants, performs interviews and QOL questionnaires. Collects study specimen according to protocol which may include phlebotomy, processing, and preparation for shipping. Coordinates services, schedules procedures, creates and maintains case packages, and monitors charges. Assists with quality assurance and tracks regulatory submissions. Performs related responsibilities as required.

**MINIMUM QUALIFICATIONS:** Two years of college in a scientific, health related, or business administration program or licensed as a practical nurse and one year of administrative support or licensed practical nursing experience, or equivalent combination of experience, education, and training. This position is intended for clinical research and all training requirements must be monitored through Emory Healthcare under the category of CLINICAL RESEARCHER.

DATE CREATED/MODIFIED/REVIEWED: 02/16/12 JAK

---

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.**

---

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

**Emory University**  
**General Job Description**

<b>Title:</b>	Clinical Research Nurse II	<b>Job Family:</b>	4408	Clinical Research: Nursing
<b>Job Code:</b>	PF03	<b>Job Function:</b>	CT	Clinical Research Nsg & Admin
<b>FLSA Status:</b>	Exempt	<b>EEO Code:</b>	42	
<b>Grade:</b>	435	<b>Effective Date:</b>	3/1/2012	

---

**JOB DESCRIPTION:** Coordinates implements and evaluates clinical research trials, studies and projects. Provides direction in the development of research protocols. Recruits and screens potential study participants, and develops and conducts patient and family education accordingly. Oversees financial accounts to ensure operations remain within approved levels. Performs patient evaluations, administers medications and research instruments and provides nursing support to perform specialized diagnostic, therapeutic and surgical procedures. Makes referrals to in-house or community professionals and serves as clinical resource. Collects data, assists in developing data collection systems and compiles reports. May provide infusion duties. Assists in writing research grants, publications in medical and nursing literature, study materials, brochures and correspondence. Provides direction and may supervise other Research Nurses or other support members. Performs related responsibilities as required. Employees in this classification may be required to work with, take specific precautions against and/or be immunized against potentially hazardous agents.

**MINIMUM QUALIFICATIONS:** Licensed as a Registered Nurse in the state of Georgia and three years of related nursing experience. Must be credentialed through Emory Healthcare under the category of RN II.

---

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.**

---

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.



**Emory University**  
**General Job Description**

<b>Title:</b>	Clinical Research Nurse III	<b>Job Family:</b>	4408	Clinical Research: Nursing
<b>Job Code:</b>	PF07	<b>Job Function:</b>	CT	Clinical Research Nsg & Admin
<b>FLSA Status:</b>	Exempt	<b>EEO Code:</b>	42	
<b>Grade:</b>	436	<b>Effective Date:</b>	3/1/2012	

---

**JOB DESCRIPTION:** Functions as an expert research nurse or coordinates a multi-center trial. Provides direction in auditing and monitoring activities. Collaborates with multidisciplinary researchers to establish research programs that integrate new advances in clinical trials management. Develops and conducts patient and family education. Provides leadership and expertise in identifying and writing research grants, publications in medical and nursing literature, study materials, brochures and correspondence. Conducts ongoing training of clinical trials staff, providing updated information on internal processes and resources and external benchmarks. For multi-site studies, ensures sites fully understand and comply with study protocol and provides training of site coordinators and/or supervision of site coordinators. Actively participates in planning and evaluation processes to improve and advance clinical research within the organization. Leads or chairs committees or task forces to address and resolve significant operational issues. Along with Principal Investigator, may represent a study at Patient Safety Monitoring Board meetings at the NIH. Regularly functions as a preceptor or mentor.

**MINIMUM QUALIFICATIONS:** Licensed as a Registered Nurse in the state of Georgia. Four years research nursing experience or four years of clinical nursing experience in a related specialty and two years of research nursing experience. Certified Research Administrator (CRA) or Clinical Research Coordinator (CRC) preferred. Must be credentialed through Emory Healthcare in RN II category.

---

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.**

---

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

**Emory University**  
**General Job Description**

<b>Title:</b>	Licensed Practical Nurse I	<b>Job Family:</b>	4408	Clinical Research: Nursing
<b>Job Code:</b>	PC15	<b>Job Function:</b>	CT	Clinical Research Nsg & Admin
<b>FLSA Status:</b>	Non-Exempt	<b>EEO Code:</b>	22	
<b>Grade:</b>	426	<b>Effective Date:</b>	2/1/2012	

**Salary Range**

<b>Minimum:</b>	\$27,100	<b>Midpoint:</b>	\$35,700	<b>Maximum:</b>	\$44,400
-----------------	----------	------------------	----------	-----------------	----------

**JOB DESCRIPTION:** Assists physicians and registered nurses in the comfort, care, and treatment of patients. Performs a variety of semi-skilled nursing responsibilities including phlebotomy. When position is in a clinical trial setting will assist the physician and other allied health professionals to facilitate clinical research trials. May administer medication for research studies if compliant with drug restriction guidelines established at Emory Healthcare. Observes and records patient's condition and progress.

**MINIMUM QUALIFICATIONS:** A high school diploma or equivalent. Must be licensed as a Practical Nurse in the state of Georgia and currently certified in Basic Cardiac Life Support (BCLS). This position must be credentialed through Emory Healthcare under the RN II category.

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.**

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

**Emory University**  
**General Job Description**

<b>Title:</b>	Licensed Practical Nurse II	<b>Job Family:</b>	4408	Clinical Research: Nursing
<b>Job Code:</b>	PC04	<b>Job Function:</b>	CT	Clinical Research Nsg & Admin
<b>FLSA Status:</b>	Non-Exempt	<b>EEO Code:</b>	22	
<b>Grade:</b>	428	<b>Effective Date:</b>	2/1/2012	

---

**JOB DESCRIPTION:** Provides nursing care by participating in the implementation of the patient care system. Assists physicians and registered nurses in the provision of patient care. Performs a variety of semi-skilled nursing responsibilities including phlebotomy. When in a research setting assists physician and other allied health professionals to facilitate clinical research trials. May administer medication for research studies if compliant with drug restriction guidelines established at Emory Healthcare

**MINIMUM QUALIFICATIONS:** A high school diploma or equivalent. Licensed as a Practical Nurse in the state of Georgia. Successful completion of an IV therapy training program or a minimum of two years recent clinical experience in IV therapy. Mandatory CPR training.

This position must be credentialed through Emory Healthcare under the category of RN II.

---

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.**

---

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

**Emory University**  
**General Job Description**

<b>Title:</b>	Supv, Clinical Research Nurse	<b>Job Family:</b>	4408	Clinical Research: Nursing
<b>Job Code:</b>	PA10	<b>Job Function:</b>	CT	Clinical Research Nsg & Admin
<b>FLSA Status:</b>	Exempt	<b>EEO Code:</b>	43	
<b>Grade:</b>	437	<b>Effective Date:</b>	3/1/2012	

**JOB DESCRIPTION:** Supervises, trains and evaluates a minimum of two Research Nurses in the performance of clinical and administrative responsibilities related to one or more research trials, studies or projects. Assists in administering medications, performing routine nursing assessments and managing patient care activities. Oversees the development, implementation and evaluation of research protocols, data collection systems/instruments, and budgets. Plans protocol, develops policies and establishes standards and procedures for the research unit. Develops and writes proposals for grants to conduct research studies. Assists with activities required for publication of research findings. Conducts literature searches and corresponds with other agencies and investigators to obtain and share relevant project information. Directs, coordinates and provides for the learning needs of patients and their families; may develop and conduct in-service education programs for other research personnel. Directs patient recruitment; may oversee publicity for a study. Assists in managing daily office operations. Performs related responsibilities as required. Employees in this classification may be required to work with, take specific precautions against and/or be immunized against potentially hazardous agents.

**MINIMUM QUALIFICATIONS:** Licensed as a Registered Nurse in the state of Georgia and five years related nursing experience, which includes experience in research nursing. Certified Research Administrator (CRA) or Clinical Research Coordinator (CRC) preferred. Must be credentialed through Emory Healthcare in RN II category.

**The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.**

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.