



Job Class Specification

TITLE: Clinical Research Technician Assistant
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: 19-4099

JOB CODE: N09CRT
JOB TYPE: Systemwide
JOB FAMILY/SERIES: Res Cln

APPROVED BY: Chancellor's Designee:
Carolyn Skolnik, Associate Vice Chancellor

EFFECTIVE DATE: 10/03/2016

JOB SUMMARY

Under direct supervision, regularly works on tasks that are varied and may have some complexity. Applies full range of specialized skills and job knowledge; may adapts procedures, techniques, tools, materials, and/or equipment to meet specialized needs; performs more focused assignments.

PRIMARY DUTIES

1. Assists in enrolling participants for clinical study, explaining objectives, obtaining consent, recruiting and interviewing participants.
2. Performs data collection and entry and tracks consent forms or other related materials.
3. Prepares study materials and assists in developing databases and pretesting data collection input instruments. Generates basic recurring materials/reports.
4. Assists with developing and recommending study procedures.
5. Assists with IRB submissions and supporting documentation.
6. Assists in conducting literature reviews by searching library or online services as directed.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Associates degree in related field

EXPERIENCE: None

OTHER: None

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of the principles and practices of allied health sciences and patient protocols. Ability to perform data collection processes; to communicate effectively both verbally and in writing; to use computers and related software applications; to lift and transport patients if necessary; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Employees in this job class may be required to work with biohazardous or radio-labeled materials and may be required to successfully complete applicable safety training.