

CLINICAL RESEARCH AND SERVICES DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and professional position involving the administration and supervision of public health clinical research programs and clinical services in the Health Department. Incumbents of this position have responsibility for the provision of professional services and supervision in a clinic setting and practices to assure safe, effective, efficient and comprehensive patient care. Work is performed under the general supervision of the Director of Communicable Disease Control and the Clinical Physician, with wide leeway allowed in the exercise of professional judgment. Supervision is exercised over the work of assigned public health professionals, technicians, and support staff. This position will be required to work other than normal work days in order to accommodate the established operating hours of the various clinics it administers.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Develops, reviews and proposes Clinical Research Study Protocols and evaluates ongoing Clinical Research projects;
2. Develops public/private partnerships through liaison activities with funding sources and pharmaceutical industry representatives;
3. Prepares Study budgets and fiscal reports relating to planning and conducting clinical research studies;
4. Develops, reviews and administers Study contracts and protocols;
5. Coordinates preparation of Study sponsor, federal and state narrative, and statistical reports;
6. Designs and conducts descriptive and analytic studies; interprets results, evaluates validity and significance of findings (e.g. surveys, epidemiological studies, etc.);
7. Acts as a liaison with other agencies, facilities, and other divisions within the Health Department to determine and assure proper staffing, space and resources for Clinical Research and STD Clinics;
8. Presents health education workshops, lectures, and training in response to public and professional demands and identified needs in the community on issues directly related to clinical research activities;
9. Assists with the administration and supervision of the Communicable Disease Control Division programs related to STD Clinic services;
10. May assist with procedural and treatment protocols related to STD Clinic services in accordance with federal, NYSDOH guidelines and regulations; may develop performance standards and conduct quality assurance for compliance; may develop outcome measures and conduct evaluations to assure programs and services are meeting goals and objectives.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current nursing practices, administration of public health programs, legislation pertaining to public health clinics and patient confidentiality to ensure safe, effective, efficient and comprehensive patient care;

Knowledge of the epidemiological approach to the prevention and control of disease;

Knowledge of research methods and survey techniques;

Knowledge of administrative procedures to develop and track Study budgets and prepare fiscal reports;

Skill and familiarity with various software programs and Internet protocol to find public health documents and materials as well as to prepare grants, narratives and presentations for clinics, community education and the general public;

CLINICAL RESEARCH AND SERVICES DIRECTOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (Cont'd)

Ability to develop procedures and protocol manuals for all clinics and to file appropriate reports and documents with the New York State Health Department and related federal agencies;
Ability to develop good working relationships with division heads within the Health Department and representatives from pharmaceutical companies;
Ability to communicate effectively with people from diverse populations;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing or Public Health, *and* one year of experience as either a Public Health Nurse or Certified Clinical Research Coordinator;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing, *and* two years of experience as either a Public Health Nurse or Certified Clinical Research Coordinator;
- OR: (C) An equivalent combination of training and experience as indicated in (A) or (B), above.

SPECIAL REQUIREMENTS:

1. Eligibility for a New York State Registered Professional Nurse's license at time of application. Possession of the license at time of appointment.
2. Eligibility to take, at the time of appointment, the examination developed and approved by the Association of Clinical Research Professionals (ACRP) for Certification for Clinical Research Coordinator (CRCC).
3. Eligibility for a New York State Driver's license at time of application. Possession of said license at time of appointment.

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ADOPTED: 02/01/00

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