

## **CLINICAL RESEARCH ASSISTANT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position in the Dutchess County Department of Health which is responsible for assisting in the planning and coordination of the department's clinical research trials. This position also provides direct nursing services in clinical research trials and clinics. In addition, this position participates in epidemiological case investigations for communicable disease outbreaks. Work is performed under the general supervision of a higher level administrative employee. Supervision is not exercised over the work of lower level employees but direction will be given in clinical study protocols.

### **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. Assists with the planning, preparation, coordination and implementation of selected clinical research trials;
2. Assists with the site coordination including recruitment, compliance and retainment of study participants for clinical research;
3. Provides direct nursing services and follow-up for clinical research participants and reports adverse events/side effects to supervisor;
4. Provides patient assessments and administers vaccines, medications and treatments in clinics;
5. Collects and analyzes data for research purposes and grant preparation; prepares written reports;
6. Maintains and compiles individual study participant clinical records, reports, forms and statistical information related to clinical research;
7. Maintains computer databases related to clinical research and other epidemiological and clinical programs;
8. Conducts routine epidemiological surveillance and assists with case investigations for communicable disease outbreaks;
9. Under the direction of the higher level administrative staff, coordinates staff adherence to the department's clinical research standard operating procedures, Code of Federal Regulations and ethical principles for conducting research.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of basic research methods and survey techniques; good knowledge of current methods of collecting, analyzing and interpreting statistical data; good knowledge of current professional nursing practice and principles as they relate to clinical research, communicable disease control and public health nursing; good knowledge of data processing techniques and their applications; working knowledge of the behavioral sciences; skill in the application of current nursing procedures and techniques; ability to maintain competency and to keep abreast of latest developments in the field; ability to plan and organize work; ability to write narrative and statistical reports; ability to establish and maintain effective working relationships with others; ability to read and interpret complex information; ability to keep abreast of current developments in the fields of research methods; ability to perform duties in accordance with the ANA Code for professional nurses and Code of

**CLINICAL RESEARCH ASSISTANT (Cont'd)**

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

Federal Regulations and ethical principles for conducting research; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**PROMOTION:**

Four years of permanent status in the Department of Health as a Registered Professional Nurse.

**OPEN COMPETITIVE:**

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a public health sciences field PLUS two years of work experience involving clinical research in a public health or medical field;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in nursing PLUS four years of work experience involving clinical research in a public health or medical field;
- OR: (C) Completion of a course of study approved by the New York State Education Department as qualifying for Registered Professional Nurse PLUS five years of work experience involving clinical research in a public health or medical field.

**SPECIAL REQUIREMENTS:**

Possession of a New York State Registered Professional Nursing license and current registration certificate at time of appointment.

Possession of a New York State Driver license at time of appointment.

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