

UMMS Research Career Ladder Matrix
~ Dry Lab ~

Date: 9-2019

Job Title	Clinical Research Lab Family				
	Clinical Research Aide	Clinical Research Assistant	Coord, Clinical Research I	Coord, Clinical Research II	Coord, Sr Clinical Research
Job Code	MR0080	MR0081	MR0082	MR0083	MR0084
Pay Grade	12	14	40	42	43
Position Summary	Under the supervision of the Research Coordinator or designee, the Clinical Research Aide will perform a full range of administrative, research, and dissemination tasks as needed in support of research and/or dissemination projects.	Under the supervision of the Principal Investigator or designee, the Clinical Research Assistant is responsible for performing delegated tasks and procedures involving human subjects in support of clinical research protocols.	Under the supervision of the Principal Investigator (PI) or designee, the Clinical Research Coordinator I is responsible for performing delegated tasks and procedures involving human subject research. This work includes coordination of regulatory activities and aspects of collection and management of data for complex research protocols related to treatment, ancillary services, and prevention practices.	Under the supervision of the Principal Investigator (PI) or designee, the Clinical Research Coordinator II is responsible for independently performing delegated tasks and procedures involving human subject research. This work includes coordination of regulatory activities and aspects of collection and management of data for complex research protocols related to treatment, ancillary services, and prevention practices.	Under the supervision of the Principal Investigator (PI) or designee, the Senior Clinical Research Coordinator is responsible for independently performing delegated tasks and procedures involving human subject research. This work includes coordination of regulatory activities and aspects of collection and management of data for complex research protocols related to treatment, ancillary services, and prevention practices.
Essential Functions /Scope	The Clinical Research Aide is a support position that: *reviews medical records *schedules participant visits *collects and records pertinent data in relation to protocol	The Clinical Research Assistant is an entry level research position that is expected to perform: *telephonic and face to face interviews *collect, record and update pertinent data in relation to protocol. *assist in the preparation and submission of regulatory documents and billing review.	The Clinical Research Coordinator I is an entry level professional position that is expected to perform: *protocol compliance *contribute to the development of research protocols tools *Ensure that deadlines regarding study deliverables are met including billing review. *Conduct face to face interviews and/or focus group participants	The Clinical Research Coordinator II will: *identify and resolve issues with protocol compliance *develop research protocol tools *ensure that treatment/protocol guidelines are consistent *billing review is completed *data submissions are timely, accurate, and in compliance.	The Sr. Clinical Research Coordinator is the top level of individual contributor. The position is responsible for: *efficient and effective coordination of the human, financial, and physical resources for multiple research studies. *monitoring strict adherence to study protocols, billing review *supervising activities of research support staff
Required Qualifications	HS Graduate or equivalent No prior experience necessary	Associate's degree in a scientific or health related field, or equivalent experience No prior experience necessary	Bachelor's degree in a scientific or health related field No prior experience necessary	Bachelor's degree in a scientific or health related field 2 years of related experience	Bachelor's degree in a scientific or health related field 5 years of related experience Demonstrated knowledge of quality management principles in a scientific or hospital setting
FLSA Status	Non- Exempt	Non- Exempt	Exempt	Exempt	Exempt
Promotional Process	Requisition	Requisition or in-family promotion from Clinical Research Aide	Requisition or in-family promotion from Clinical Research Assistant	Requisition or in-family promotion from Clinical Research Coordinator I	Requisition or in-family promotion from Clinical Research Coordinator II