UMMS Research Nurse Coordinator Career Ladder Matrix

11-2019

Research Nurse Job family				
	Research Nurse Coordinator Family			
Job Title	**Research Nurse Coord I**	**Research Nurse Coord II**	**Sr Research Nurse**	**Research Nurse Manager**
Job Code	**MR0015**	**MR0016**	**MR0056**	**MMM393**
Pay Grade	44	45	46	47
Position Summary	Under the direction of the Principal Investigator or designee, the Research Nurse Coordinator I is responsible to carry out all delegated tasks related to complex protocols testing investigational drugs, devices, or research interventions. The Research Nurse Coordinator I is a primary resource for study protocol conduct acting as a liaison between the University of Massachusetts Medical School (UMMS), clinical partners (ex. University of Massachusetts Memorial Health Care (UMMHC)), the Principal Investigator, Institutional Review Board (IRB), and sponsors to ensure good clinical practice standards (GCP) throughout the life cycle of the study.	Under the direction of the Principal Investigator or designee, the Research Nurse Coordinator II is responsible to carry out all delegated tasks related to complex protocols testing investigational drugs, devices, or research interventions. The Research Nurse Coordinator II is a primary resource for study protocol conduct acting as a liaison between the University of Massachusetts Medical School (UMMS), clinical partners (ex. University of Massachusetts Memorial Health Care (UMMHC)), the Principal Investigator, Institutional Review Board (IRB), and sponsors to ensure good clinical practice standards (GCP) throughout the life cycle of the study.	Under the direction of the Principal Investigator or designee, the Sr Research Nurse is responsible to carry out all delegated tasks related to complex protocols testing investigational drugs, devices, or research interventions. The Sr Research Nurse is a primary resource for study protocol conduct acting as a liaison between the University of Massachusetts Medical School (UMMS), clinical partners (ex. University of Massachusetts Memorial Health Care (UMMHC)), the Principal Investigator, Institutional Review Board (IRB), and sponsors to ensure good clinical practice standards (GCP) throughout the life cycle of the study.	Under the direction of the Division Chief or designee, the Research Nurse Manager is responsible to carry out all delegated tasks related to complex protocols testing investigational drugs, devices, or research interventions. The Research Nurse Manager is a primary resource for study protocol conduct acting as a liaison between the University of Massachusetts Medical School (UMMS), clinical partners (ex. University of Massachusetts Memorial Health Care (UMMHC)), the Principal Investigator, Institutional Review Board (IRB), and sponsors to ensure good clinical practice standards (GCP) throughout the life cycle of the study.
Essential Functions /Scope	* Review and abstract medical record information and ensure proper adherence to randomization schema, study drug dosing and administration * Screen patients according to study criteria, randomize, enroll, and obtain consent * Perform nursing assessments of study participants * Document and record, in writing or electronically, all study events and protocol related procedures * Schedule, perform, and/or coordinate all study procedures * Review clinical system billing charges for accuracy and appropriateness * Ensure that all required study event and protocol related data is accurately and efficiently entered into the clinical trial management system	* Assist in feasibility and budget assessments for research studies, recommend changes and adjustments * Responsible for the protocol specific training of the study team and clinical staff and assist in the development of research protocols, case report forms, and case report form completion guidelines * Maintain and coordinate all aspects of complex study conduct, including data and source documentation, adverse event reporting, and communications with the IRB * Assist in collation, writing, and editing of research results * Take primary responsibility for creation and maintenance of all regulatory documents, including initial IRB submission, continuing review submissions, and FDA and sponsor required regulatory documents	* Review new research protocols to assess feasibility * Administratively responsible for recruiting, screening assigning, monitoring, maintaining, and terminating study subjects * Communicate with outside vendors to obtain the services required to meet the need of the research protocol * Assume administrative responsibility for the assigned research group/study * Administratively responsible for scheduling, performing, and/or supervising required study tests * Orient, train, supervise, and coordinate the activities of and provide feedback to assigned Research staff * Responsible for the operational aspects of the clinical research implementation * Coordinate a protocol from its inception to completion and problem solve difficulties during it life cycle	* Manage research nurse coordinators, clinical research coordinators, and other related staff; responsible for hiring, training, performance management and supervision of all staff. * Ensure compliance with research practice standards according to federal, state regulations and UMMS institutional policies and procedures. * Monitor, evaluate and recommend changes with supplies, and equipment for the unit or department * Manage funding sources by monitoring revenue and expenditure activity in the appropriate clinical trials management, electronic medical records, and financial systems. Adhere to university, state and funding agency regulations. * Oversight of all aspects of complex study conduct, including data and source documentation, adverse event reporting, and communications with the IRB
Required Qualification	* RN with current registration to practice nursing in Massachusetts * 3-5 years of relevant nursing experience * Proficiency in electronic medical records and relevant computer software * Strong oral and written communication skills, attention to detail is essential * Ability to work in a team environment to facilitate the integrity of the study and its timely completion * Ability to travel to off-site locations	* RN with current registration to practice nursing in Massachusetts * 5-7 years of relevant nursing experience, 2 years of which must be research nurse coordinator experience * Proficiency in electronic medical records and relevant computer software * Strong oral and written communication skills, attention to detail is essential * Ability to work in a team environment to facilitate the integrity of the study and its timely completion * Ability to travel to off-site locations	* RN with current registration to practice nursing in Massachusetts * 7-9 years of relevant nursing experience, 3 years of which must be research nurse coordinator experience * Proficiency in electronic medical records and relevant computer software * Strong oral and written communication skills, attention to detail is essential * Ability to work in a team environment to facilitate the integrity of the study and its timely completion * Ability to travel to off-site locations	* RN with current registration to practice nursing in Massachusetts 10+ years of related experience preferably in clinical research, 3 years of which must be nursing management experience * Proficiency in electronic medical records and relevant computer software * Strong oral and written communication skills, attention to detail is essential * Ability to work in a team environment to facilitate the integrity of the study and its timely completion * Ability to travel to off-site locations
FLSA Status	Exempt	Exempt	Exempt	Exempt
Promotional Process	**Requisition**	Requisition or in-family promotion from Research Nurse Coord I	**Requisition** **Stand alone position not considered part of any job family**	**Requisition** **Stand alone position not considered part of any job family**