CLINICAL STUDY TECHNICIAN – TE07

PURPOSE: Under general supervision, assist in the conduct of clinical study or clinical trials. Perform varied routine and non-routine tasks of moderate complexity.

SPECIFIC TASKS:

1. Access and extract information for protocol from medical library and online databases. Summarize literature review on assigned topics for study hypothesis.
2. Assess study population/availability.
3. Establish billing/vendor numbers/override account numbers.
4. Organize regulatory documents. Provide/secure source documentation tools for subject’s charts/records.
5. Develop advertising and other information for recruitment.
6. Assist in developing and implementing teaching tools for subjects and families.
7. Identify potential subjects from review of existing protected health information based on inclusion/exclusion criteria for Minimal Risk Studies.
11. Identify, schedule screening procedures and review results for Minimal Risk Studies.
13. Obtain patient consent in Minimal Risk Studies including discussion of treatment/intervention alternatives and signature on Informed Consent forms.
15. Communicate with subjects to obtain follow-up information.
17. Extract data from source documents. Complete Case Report Form (CRF) or database entries for Minimal Risk Studies.
18. Communicate with PI and sub-investigators about changes in trial for Minimal Risk Studies.
19. Archive documents for study per sponsor, government and institutional requirements for Minimal Risk Studies.

20. Perform other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS:
Bachelor’s degree in science or health-related field; or Associate’s degree in Allied Health profession plus one year patient-related or research experience; or bachelor’s degree in other fields/completion of three years college science, plus at least two years patient-related or research experience; or high school diploma plus five years patient-related experience with two years in clinical study at the TE06 level.