SENIOR CLINICAL STUDY ASSISTANT – TE06

**PURPOSE:** Under close supervision, assist in the conduct of clinical study or clinical trials. Perform routine and non-routine tasks using standard procedures.

**SPECIFIC TASKS:**

1. Prepare and organize spaces for study related equipment and supplies.
2. Maintain screening/enrollment/master subject logs.
3. Set up and monitor temperature logs for freezers and refrigerated storage areas.
4. Prepare transmittal sheets for mailings and send out documents.
5. Obtain screening information via phone or in person from script template.
7. Extract data from source documents for Minimal Risk Studies.
8. Maintain lab supply inventory and equipment calibration.
9. Manage lab specimens (i.e., obtain, process, documents, stores, ships).
10. Obtain vital signs, perform phlebotomy, EKG, after appropriate training.
11. Contact outside healthcare providers to obtain follow-up information as directed.
12. Maintain back-up files for computerized data.
13. Archives documents for study per sponsor/institutional requirements.
14. Perform other duties as assigned.

**EDUCATION & EXPERIENCE REQUIREMENTS:**

Bachelor’s degree in any field plus one year research or health-related experience; or completion of three years college level in science or health-related fields; or Associate’s degree in Allied Health professions; or high school diploma and completion of Medical Assisting program and one year patient-related experience; or high school diploma plus at least three years research or patient-related experience.