**Research Nurse Coordinator Standard Job Description**

**Classification Title:** Research Nurse Coordinator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Research Nurse Coordinator, under general supervision, supervises and coordinates personnel and facilitates research projects. Assists with the selection, enrollment, education, testing, data entry, and monitoring of research project subjects. Provides nursing care to research subjects enrolled in studies.

**Essential Duties and Responsibilities:**

**40% Management of Research Subjects**

* Manages subjects involved in research projects and blood work.
* Coordinates personnel, facilities, and subject recruitment for multiple projects.
* Conducts interviews with study participants to assess their suitability for a study and to monitor their progress during the study.
* Tracks information about study participants including vital signs, results of diagnostic tests, and symptoms of illness.

**20% Administration and Coordination**

* Performs administrative duties including writing, filing, data entry, and setting appointments.
* Schedules appointments for participants with study physicians or other healthcare professionals as needed.
* Assists in the organization and upkeep of central resources.

**10% Oversight and Analysis**

* Oversees technical aspects of functional research experiments and administrative functions of clinical research studies.
* Implements, manages, and analyzes study protocols concerning research on mental health issues.
* Collaborates with other members of the research team during the analysis phase.
* Designs and implements appropriate Quality Control and Quality Assurance processes, clinical data gathering, interpretation, and analysis.

**10% Maintenance of Records**

* Maintains and oversees database for research.
* Assists the physician in maintaining electronic medical records.
* Checks stock medication supplies daily and maintains inventories and records pertinent to medical supplies, medications, and drugs.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in Nursing or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in clinical research.

**Required Licenses and Certifications:**

* Licensed Nurse, Certified phlebotomist, and CPR certified.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of research project administration and general nursing procedures.
* Strong verbal and written communication skills.
* Effective interpersonal and organizational skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Various medical equipment

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**