***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Research Specialist Clinical**

Job Family: Research Sub Family: Clinical

**Job Summary:**

The Clinical Research Specialist functions as a single specialist in a clinical setting who is responsible for providing the highest technical expertise to research programs and projects overseeing clinical research activities. The position develops, recommends, modifies, and implements policies and procedures for clinical research, as well as develop protocol manuals and data collection instruments. This position significantly contributes to the interpretation of research findings.

**Essential Functions:**

* Perform and direct studies and/or project(s). Develop, recommend, modify and implement policies and procedures and/or methods for clinical research. Develop protocol manuals and data collection instruments. Participate in the design of research studies.
* Perform clinical research activities including advanced data analysis using statistical software such as SAS, SPSS, and R; data management (collection, entry, verification); data interpretation, and ensures compliance and clinical relevance of data.
* Searches relevant literature, develops conclusions on research findings, writes reports, prepare and deliver presentations of relevant findings and conclusions, and recommends appropriate actions. Conduct library research and contributes to the preparation and writing of research findings for publication of journal articles and grant proposals.
* Manages interaction with subject participants including eligibility screening, recruitment, enrollment, ensuring informed consent is properly secured and documented, counseling, and obtaining patient medical history. Obtains tissue and blood samples as necessary and collects information through interviews, questionnaires, test results, and charts.
* Perform Institutional Review Board (IRB) and Health Insurance Portability and Accountability Act (HIPPA) protocol development and ensure compliance of research operations with protocols.
* Serves as liaison to other departments, outside organizations, government agencies, and product representatives to promote effective and efficient operation and use of resources.
* Perform administrative duties such as providing training and guidance to students and other clinical staff, attending research meetings, and assisting with contract negotiations.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in epidemiology, sociology, psychology, nursing or field of study related to the research of the clinic.

Experience: Three (3) years clinical research including two (2) years in the relevant research specialization.

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E3304E

SOC Code: 194060 IPEDS: Computer

EEO6 Code: Professional State Code: 9213601

USM eCode: E30333 AAP Code: 3C