Title: Clinical Nurse Coordinator

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, manage, coordinate, and actively participate in a University clinical unit, study, or multi-clinical research program.

Characteristic Duties

- Assist in planning and implementing the clinical study’s goals and objectives; organize patient program planning; conduct quality assurance activities; and compile and analyze data.

- Coordinate nursing and patient care and/or patient follow-up functions of the clinical study including planning and developing related activities. Actively participate in patient care and/or patient follow-up.

- Develop/implement procedures, maintain records, track progress, and conduct quality assurance on data collected.

- Prepare, submit, and assist Clinical Director with multiple levels of research documentation (i.e., IRB submissions, educational materials, research reports, grant renewal reports/documentation, and study forms).

- Act as a liaison with patients, families, medical staff, University departments, ancillary departments and/or satellite clinical facilities.

- May serve as a resource person or act as a consultant within area of clinical expertise.

- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

- Current/valid RN license to practice in the state of Ohio. BSN or equivalent combination of nursing education and experience. Three (3) years nursing experience in related specialized area.