Title: Clinical Studies Assistant

Pay Scale Group: 08

Essential Function

Under general supervision from a designated supervisor, assist researchers with clinical studies (i.e., grant funded studies) by documenting participant information, scheduling appointments and tests, performing venipuncture, etc.

Characteristic Duties

- Assist physicians, nurses and researchers during clinical studies.
- Perform routine physical/clinical procedures such as phlebotomy, blood pressure readings, pulse etc.
- Prepare procedure room, change linen and paper, stock gowns, sheets and other supplies.
- Schedule appointments by phone; schedules return visits and tests.
- Clean instruments and equipment and prepare for autoclave.
- Welcome and assist study participants with registration. Provide them with general information concerning the study. Assist with completing necessary paperwork and ensure that all the appropriate data has been included.
- Responsible for entering study participants’ information onto a database.
- Perform related duties based on departmental need.

Minimum Qualifications

- High school diploma or GED equivalent. One course in venipuncture procedures (or 1 month experience) and successful completion of departmental training within three (3) months. Three (3) months experience in physician's office practice or other health care setting (must have had direct patient contact). Some studies may require additional minimum qualifications based on the Grant/Study guidelines.

Last updated: 1-9-07

An affirmative action/equal opportunity institution