

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Temporary Research Assistant	Grade	
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Department	Care Coordination	Exempt	
Immediate Supervisor	Care Coordination Manager	Non-exempt	
Supervisor next in line		Workweek	

POSITION SUMMARY

Responsible for applying in-depth knowledge, competencies, and skills in a clinical outcomes research environment. Assists Principal Investigator(s) in data capture via surveys. Assists Department to coordinate clinical staff adherence to implementation of project design. Collects and refers patient questions to appropriate provider or investigator. In conjunction with staff from CMMC, University of Washington, and Billings Clinic, is responsible for applying in-depth knowledge, competencies, and skills in a clinical outcomes research environment. Assists Principal Investigator(s) in data capture via surveys. Assists Department to coordinate clinical staff adherence to implementation of project design. Collects and refers patient questions to appropriate provider or investigator.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

- Health care experience preferred.
- Equivalent combination of education and experience relating to the above tasks, knowledge, skills, and abilities.

ESSENTIAL FUNCTIONS/DUTIES:
(Must be able to perform with or without accommodation)

- 1 Supports and models behaviors consistent with CMMC's mission, vision, values, code of business conduct and service expectations. Meets all mandatory organizational and departmental requirements. Maintains competency in all organizational, departmental, and outside agency standards as it relates to the environment, employee, patient safety or job performance.
- 2 Assists Principal Investigator(s) with primary data collection instruments and methodologies to achieve quality data elements, including protocols for abstracting clinical record data on quality of care. Approaches and enrolls patients in research. Prepares and assists patients with surveys for data collection. Provides participants with study-related education and information. Conducts participant surveys. Gathers data via survey and Electronic Health Record (EHR). Communicates with providers about study progress.
- 3 Validates the quality of study data to ensure participants' adherence to all data collection and submission procedures. Validates data integrity. Manages collection of accurate data in a timely manner.
- 4 Facilitates department marketing and promotion of research projects.
- 5 Identifies need and sets goals for own growth and development; meets all mandatory organizational and departmental requirements.

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- 6 Maintains competency in all organizational, departmental, and outside agency safety standards relevant to job performance. Identifies and anticipates problems and safety issues and initiates appropriate action.
- 7 Performs other duties as assigned or needed to meet the needs of the department/organization.

Knowledge, Skills, Abilities:

Knowledge:

- CMMC policy and procedures, both organizational and departmental
- Personal computers, hardware and software
- CMMC Code of Business Conduct
- CMMC Corporate Compliance Program
- HIPAA and confidentiality requirements
- Patient's/resident's rights
- Customer service techniques and Personal Service Excellence (PSE)
- Regulatory standards (i.e. federal/ethical regulations and guidelines)
- Demonstrated leadership skills and use of empowerment principles
- OSHA safety requirements
- Office of Human Research Protection (OHRP) regulations and guidelines
- Health and Human Services (HHS) research regulations and ethical guidelines

Skills:

- Professional communication skills, both verbal and written
- Application of leadership principles
- Data review; validation of quality of study data
- Working knowledge of EHR - Cerner, EPIC, etc.
- Development of data collection tools and methodologies - protocols for abstracting EHR data, surveys, etc.
- Monitoring status of study participants and research staff to ensure implementation of project design

Ability To:

- Incorporate population specific needs into all aspects of communication and patient care
- Communicate clearly and effectively, both verbal and written
- Establish and maintain collaborative relationships
- Work independently and problem solve appropriately
- Maintain flexibility to adapt to a variety of workload assignments
- Interpret policies and procedures, identify non-compliance and take appropriate action
- Utilize time management concepts
- Organize and prioritize multiple tasks

Complexity and Difficulty:

- Attention to detail; failure to maintain complete records and follow strict compliance with study protocols could result in penalties levied by granting agencies.
- Must develop and maintain good working relationships with other departments, physicians, patients/residents, families, outside agencies, and other professionals.

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
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	Noise	
x	Other (Specify)	Airborne Contaminant

PHYSICAL DEMANDS:
(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date