



## Job Description

**Title: Clinical Research PA/NP**

**Description:**

The PA/NP will provide clinical care for subjects in trials investigating natural products, devices, and pharmaceuticals.

**Reports to:** Manager of Clinical Services

**Duties:**

The PA/NP will:

- Provide oversight for multiple clinical trials
- Coordinate clinical trial activities
- Participate in the design, conduct and execution of clinical trial activities
- Ensure safety of study participants
- Perform physical exams
- Review study participant data such (lab work, X-rays, ECG, etc.) throughout all phases of the study process

**Responsibilities**

Specific responsibilities include:

- Providing oversight for clinical trial activities
- Verifying subject eligibility according to protocol specific criteria
- Providing clinical care and physical exams for subjects as required by study protocols
- Developing study materials and preparing trial progress notes, source documents, and case report forms
- Training nursing/clinical staff on specific studies, standard operating procedures and good clinical practices
- Conducting and coordinating trial activities while managing costs and timelines
- Performing blood draws, IV's and medical lab procedures in compliance with GLP, CLIA and other regulatory standards
- Developing credible and respected scientific and professional relationships with patients, customers, staff, sponsors, and regulatory officials
- Managing data to ensure overall accuracy and completeness
- Developing tools and quality assurance activities to improve trial conduct



- Assisting in the development of SOP's for day to day operations
- Recruiting, identifying, screening, consenting and enrolling subjects
- Ensuring patient safety
- Maintaining knowledge of clinical trial requirements and serving as a resource for clinical research protocols and related issues
- Determining protocol feasibility
- Ensuring protocol requirements are clearly communicated to appropriate persons
- Maintaining required records of study activity and developing required reports
- Performing other duties as assigned

**Qualifications:**

The ideal candidate should meet the following minimum requirements:

- Current Physician Assistant/Nurse Practitioner registration/license
- 2+ years clinical research experience
- CPR and ACLS certification
- Ability to perform exams and procedures as needed for clinical trials
- Excellent understanding of project management and clinical research processes
- Excellent interpersonal and communication skills
- Knowledge of MS Word, Excel, PowerPoint, electronic medical records)
- Knowledge of data management processes
- Experience ensuring GCP and regulatory compliance
- Excellent organizational and time management skills
- Exceptional attention to detail