

DIVISION SCOPE OF SERVICE

Division: FAR WEST
Classification: RESEARCH COORDINATOR/ASSISTANT-(NON-LICENSED)
Applicant Name:
<p>Research Coordinator/Assistant-(Non-Licensed): The Research Coordinator/Assistant-(Non-Licensed) must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p>
<p>Definition of Care or Service: The Research Coordinator/Assistant-(Non-Licensed) practices under the supervision of the Research Center Director and nurse practitioner, responsible and held accountable for all job-related activities. Scope of Service may include:</p> <ul style="list-style-type: none"> • Demonstrates knowledge and skills to appropriately and effectively communicate and interact with patients, families, and visitors of all age groups maintaining cultural sensitivity and confidentiality. • Works in accordance with facility policies and procedures, state and federal regulations and laws. • Demonstrates Clinical and Service excellence behaviors to include code of HCA conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.
<p>Setting(s):</p> <ul style="list-style-type: none"> • Healthcare facilities patient care areas
<p>Supervision:</p> <ul style="list-style-type: none"> • Direct/indirect supervision by Research Center Director and nurse practitioner • Indirect supervision by department director, site manager or designee <p>Evaluator: Research Center Director or nurse practitioner in conjunction with department director or designee</p> <p>Tier Level: 3</p> <p>eSAF Access Required: YES</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • High School graduate or equivalent required • American Heart Association or Red Cross health care provider BLS Certification <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Associates or Bachelors is preferred • Certified as a Research Coordinator is preferred <p>NOTE: Where education may not be defined in qualifications area of the Scope, HCA requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p>State Requirements:</p> <ul style="list-style-type: none"> • N/A
<p>Experience:</p> <ul style="list-style-type: none"> • N/A <p>Preferred Experience:</p> <ul style="list-style-type: none"> • One year experience as a Research Assistant



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Competencies:

The Research Coordinator/Assistant-(Non-Licensed) will demonstrate:

- Responsible for performing job-related skills appropriately and efficiently under the supervision of the Research
 - Center management.
- Examples of competence in job knowledge may include but not limited to:
 - Appropriate and efficient phlebotomy practices.
 - Knowledgeable of study specific requirements for processing/shipping/storage of lab specimens while abiding by all applicable regulations.
 - Provides appropriate patient care in accordance with Hospital Policies, Study Protocols, and Departmental
 - Standard Operating Procedures.
 - Provides appropriate documentation for all job-related duties.
 - Maintains patient contact information up-to-date in Outlook.
 - Processes patient stipends in a timely manner.
 - Schedules patient appointments appropriately; performs daily reminder calls; follows up on missed appointments.
 - Provides assistance to Director, physicians, nurse practitioner, patients and their families by identifying their needs
 - Has enhanced clinical skills in the last 12 months in area of practice relevant to patients served.
 - Competent knowledge of lab policies & procedures and all regulations.
 - Competent computer skills including Microsoft Outlook, Meditech, Excel Spreadsheets, and study related programs.
 - Competent with operations of office and medical equipment (phone system, fax, copier, EKG, centrifuge).
 - Current with all required in-services as specified by facility/ department/position.
 - Participates in departmental meetings and offers suggestions to improve practice.
 - Reads relevant Journal Articles (provides documentation of source).
 - Appropriately keeps abreast of study specific lab requirements at each patient visit (reducing # of redraws).
 - Communicates appropriately with Director, nurse practitioner, physicians, ancillary staff and patients regarding patient issues that may impact the patient care.
 - Utilizes appropriate personnel and resources to make correct clinical decisions. Maintains exam rooms (stocking, cleaning and set-up).
 - Processes dirty and clean instruments according to policy.
 - Maintains appropriate stock of medical and office supplies to meet the needs of the department.
 - Completes appropriate labeling of lab specimens, source documents and patient files.
 - Completes electronic data entry timely.
 - Maintains work environment in a clean, safe, and organized fashion.
 - Demonstrates skill and accuracy for obtaining specimens.



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- Maintains phlebotomy and office supply inventory at appropriate levels.
- Processes data collection in a timely/orderly manner.
- Processes lab reports in a timely manner (assures MD signatures prior to filing in patient chart).
- Provides follow up on missing or incomplete lab reports until resolution.
- Infection Prevention
 - Practices consistent hand hygiene
 - Uses personal protective equipment (PPE)
 - Required immunizations per Division requirements
 - Complies with Isolation precautions

References:

References: Cairns, Carol. (2007). Solving the AHP Conundrum: How to Comply with HR Standards Related to Non-privileged Practitioners (Appendix C). HCPro, Inc.: Marblehead, MA.

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____