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DIVISION SCOPE OF SERVICE

Division: SAN ANTONIO
DHP Classification: RESEARCH COORDINATOR/ASSISTANT-(NON-LICENSED)
Name of Dependent Healthcare Professional (DHP):

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.

Definition of Care or Service:
The Research Coordinator/Assistant-(Non-Licensed) practices under the direction and supervision of the physician (who is involved as the primary or sub-investigator in a clinical research trial, will perform delegated tasks as ordered by the investigator to provide certain aspects of care to patients participating in clinical research trials).
Scope of Service may include:

- 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.

Setting(s):

- Healthcare facilities patient care areas

Supervision:

- Direct/indirect supervision by Facility Medical Staff physician
- Indirect supervision by department director, site manager or designee
- The Research Assistant will secure a sponsoring/ supervising physician form for each physician they wish to provide.

Evaluator: Sponsoring physician/ supervising physician in conjunction with department director or designee

Qualifications:

- Highest level of education verification required
- American Heart Association health care provider BLS Certification

State Requirements:

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Experience:
PREFERRED: One year experience as a Research Assistant

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

- Collaboratively works with physicians and hospital staff to foster optimal patient outcomes
- Serves as a resource on protocol issues
- Perform, as needed, physician and staff in-services concerning the research study
- Accurately obtains the physician requested patient medical records for rounds using at least two patient identifiers:
    - Utilizes physician documentation, such as a rounding list, to confirm patient and their locations with the floor unit clerk or nurse
    - Pulls and verifies correct patient charts
    - Follows HIPAA policies
- Possesses an advanced working knowledge of fundamentals to include:
    - Following universal precautions
    - Following MHS hazardous materials management guidelines found on MHS Central (Intranet)

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- Follows MHS guidelines for hand hygiene
- Effectively communicates any necessary information to physicians and team members
- Appropriately handle, pick up, or deliver medications as directed by the research physician to the hospital pharmacy
- Conducts effective patient teaching as directed by the research physician.
- Safely handles any patient laboratory specimens and/or supplies.
- Reviews records of research patients
- Monitors research protocols
- Assures timely completion of all study activity as per research physician request
- Conducts patient intake to include:
  - Patient history collection
  - Phlebotomy
  - Obtaining an ECG
  - Obtaining vital signs
  - Phone calls related to the research patient
  - Answering questions related to the clinical trial
  - Obtaining informed consent for the clinical trial
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE)
  - Required immunizations per DHP 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.

DHP Printed Name: _____ **DHP Signature:** _____

Company/Vendor: _____ **Date:** _____