

Job Title: Clinical Advisor

Department: Qbtech AB, Qbtech Ltd, Qbtech Inc, Qbtech GmbH

Reports To: Commercial Director/Head of Commercial Operations-North America

**Summary of Position**

QbTest is a class 1 medical device designed by Qbtech. It is a validated objective-based quantified behavioral assessment which measures the 3 core domains of ADHD. The successful applicant will be responsible for expanding customer’s knowledge of appropriate applications, usage and training of the products and services provided by Qbtech, including QbTest and QbCheck. Individual will be meeting with customers and potential customers both in person and via virtual communication, who are to be trained on effective and appropriate use of the device, based on operations and technical manual. They will also be responsible for providing clinical support and assistance through training clinicians on how QbTest is used in the assessment and treatment follow up of ADHD in children, adolescents and adults. This includes both the administration of QbTest, as well as interpretation of QbTest reports.

**Essential Duties and Responsibilities**

- Installing QbTest hardware at customer locations and ensuring full functionality
- Training and certifying administrators and technicians on appropriate access to reports, data entry of patient information, quality assurance checks, set up of patients on system and trouble shooting.
- Training and certifying clinicians on appropriate access to reports, data entry of patient information, quality assurance checks, interpretation of all clinical reports.
- Analyze customer usage reports to determine opportunities for improving clinical efficiency, and utilization of Qbtech products. Analysis will include a look at overall customer behavior. Work with management in determining action plans as appropriate.
- Work with sales department to assist in demonstrations of system and clinical explanation of research and usage.
- Act as a liaison between customer and medical department for research initiatives and data collection as appropriate
- Respond timely, within 24 hours, for clinical and operational questions that could impact test performance and usage.
- Work with quality department to identify and help improve customers who are outliers in regard to quality assurance measures.

**Supervisory Responsibilities**

Direct supervision of clinical and administrative personnel within customer clinics as it relates to the use of QbTest and other Qbtech products as determined.

#### Authorities for Position

- Run regular checks on customer's usage within QAT to include testing and retesting
- Conduct trainings and certification of technicians and clinicians using QbTest
- Review patient reports as a part of improving service and quality assurance for customers
- Discuss trends within clinic with sales, management and technical to help improve customer experience

#### Competency Required for Position

- Strong written and verbal communication
- Must be trained to make a diagnosis of ADHD including but not limited to knowledge of DSM-V diagnostic criteria and relevant professional standards.
- Consistent review of new research, studies and updates in ADHD
- Understand the implications of working in a regulated environment
- Strong presentation and training skills including adaptability to various professional environments
- Exceptional organizational skills, including but not limited to – planning training sessions by coordinating with service lead, preparing materials and setting up clinics and users in the QbTest Administration Tool prior to installations, demonstrations and refresher training sessions, arranging and booking travel and accommodation where necessary, detailed record keeping, liaising with other Clinical Advisors
- Experience with Power Point and ability to learn Qbtech's documentation process in applications such as SharePoint, Streak etc.

#### Qualifications Required for Position

- Must hold qualifications required in relevant country to assess patients for ADHD
- Must hold license required in country of work to work with ADHD patients
- 1-year clinical experience in diagnosis and assessment of mental health disorders
- 1-year experience in cognitive assessment and/or research preferred
- Clean Driver's Record

- Able to pass a background check
- Active and Valid driver's license

**Work Environment**

45-55% of the job is work from home office or satellite office. 45%-55 travel required, may be 2-3 days a week and can include overnights. Travel may include driving to and from trainings and meetings, travel by train and taxi where applicable and flying domestically/regionally as required. International travel may be 2-4 times per year.

<b>Employee Signature:</b>	<b>Date:</b>
<b>Manager / Supervisor Signature:</b>	<b>Date:</b>