# RUTGERS
## University Human Resources

**Rutgers Biomedical and Health Sciences (RBHS)**
**Competency-Based Job Description**

**Job Title:** **Nurse Clinician (RN)**
**Department:** **Neurology**
**Division/Section:** **Neurology**
**School/Operating Unit:** **RWJMS**
**Reports To:** **William Hu, MD, PhD, Associate Professor and Chief of Cognitive Neurology**
**Approved By:**
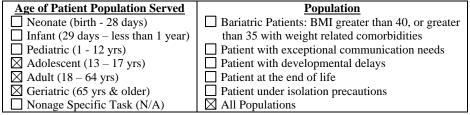**Approval Date:**

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**MISSION STATEMENT:**

Robert Wood Johnson Medical School is dedicated to transforming health care for New Jersey and the nation through innovation and excellence in education, discovery, patient and family-centered care and addressing the health of our diverse community.

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**SUMMARY:**

The primary responsibility of the Nurse Clinician (NC) is to ensure successful, patient-oriented, safe, and effective conduct of clinical research related to the New Jersey Population Health Cohort Study. The Nurse Clinician will assist principal investigators in establishing and updating human subject protection protocols; conduct clinical procedures including clinical evaluation and phlebotomy; and train/supervise research technicians in Good Clinical Practice, phlebotomy, and other clinical research procedures. The Nurse Clinician will also have primary responsibility in responding to clinical and safety-related questions from research participants and technicians during study hours (which may fall outside of the normal workday hours given the nature of the Cohort recruitment) and coordinating with PIs to ensure timely intervention or referral.

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| Age/Patient Population(s) Served |
|---|
| **Double Click on Box(es) for Your Selection; Select Checked; Click OK for All that Apply** |

**AGE/PATIENT POPULATION(S) SERVED KEY**

| Age of Patient Population Served | Population |
|---|---|
| ☐ Neonate (birth - 28 days) | ☐ Bariatric Patients: BMI greater than 40, or greater than 35 with weight related comorbidities |
| ☐ Infant (29 days – less than 1 year) | ☐ Patient with exceptional communication needs |
| ☐ Pediatric (1 - 12 yrs) | ☐ Patient with developmental delays |
| ☒ Adolescent (13 – 17 yrs) | ☐ Patient at the end of life |
| ☒ Adult (18 – 64 yrs) | ☐ Patient under isolation precautions |
| ☒ Geriatric (65 yrs & older) | ☒ All Populations |
| ☐ Nonage Specific Task (N/A) | |

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. *(List Essential Duty Responsibility Statements.)* *Core Competency is the demonstrated ability to carry out the primary responsibilities of the job which should be reflected in the essential duties section of the job description.*

*Developing and Implementing Clinical Procedures*
1. Adheres to clinical research protocol related to evaluation and phlebotomy
2. Explains procedures (e.g, how many collection tubes needed during phlebotomy) and answers questions from study participants
3. Serves as a resource to research technicians during medical history review for eligibility
4. Serves as primary clinical resource for safety-related concerns and issues arising during the study (i.e., "Chief Safety Officer") including answering phone calls during study hours, triaging participants' concerns, communicating with the supervising clinicians, and coordinating appropriate evaluation and management activities
5. Travel as necessary throughout the state to perform in-home specimen collection in accordance with study guidelines
6. When necessary, processes collected samples through centrifugation, aliquoting, and freezing
7. When necessary, helps inspect and set up remote phlebotomy stations at Rutgers facilities
8. Serves as a member of the Data Repository team

*Study recruitment, enrollment, data collection, data management and analysis (As needed based on stage of study)*
1. Participates in recruitment activities
2. Participates in structured interviews and data collection via telephone and by personal contact with survey respondents

3.  Identifies protocol deviations and suggests training opportunities
4.  Uploads necessary data, forms, and documentation within guidelines determined for each study
5.  Codes data and conducts data analyses as required
6.  Attends and completes all required trainings for new and ongoing study protocols
7.  Attends all relevant study-related meetings
8.  Stays current with safety- and phlebotomy-related best practices

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**JOB REQUIREMENTS:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**
The ideal candidate will be experienced in working with diverse populations including non-English speakers, detail oriented, have excellent organizational skills, possess excellent communication and interpersonal skills, be able to maximize resources and be resourceful and be proficient in computer applications (e.g., Microsoft Word, Excel, etc.). Must be a graduate of an accredited school of nursing with a bachelor's degree in nursing preferred along with a license to practice in the State of New Jersey. A minimum of one year of clinical experience is required with a preference for three years or more. Candidates must also maintain a Basic Life Support (BLS) certification. Successful completion of Lab Safety and Human Subjects Protection (CITI) certification upon hire required.

**PHYSICAL DEMANDS;** Standing, sitting, walking, talking, and hearing. Must be able to lift or excel force up to twenty-five (25) pounds.

**WORK ENVIRONMENT:** Office environment; moderate noise environment

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**EMPLOYEE ACKNOWLEDGEMENT**

I, _____, acknowledge review of this Job Description.
   (Employee's Name - PRINT Name)

_____     Date: _____
Employee's Signature