JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Clinical Research Nurse

Job Code: 7445

Salary Grade: C07

FLSA Status: Exempt

Job Family: Health Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Responsible for coordinating and supporting clinical research studies while ensuring the safety, rights, and well-being of research participants. This role combines professional nursing expertise with clinical research responsibilities, including patient care, study coordination, regulatory compliance, data collection, and collaboration with investigators and multidisciplinary research teams.

- Prepare patients for examinations by obtaining and documenting medical histories, vital signs, and other pertinent clinical information to ensure providers have the information needed for patient evaluation.
- Assist physicians and other licensed providers during patient examinations, procedures, and treatments.
- Collect and process patient specimens, including blood, urine, and other laboratory samples, ensuring proper handling, labeling, documentation, and shipment as required.
- Administer medications, intravenous (IV) fluids, and physician-ordered treatments and diagnostic procedures, including electrocardiograms (EKGs), audiograms, pulmonary function tests, vision screenings, ear lavage, wound care, cauterization, and other nursing interventions within scope of practice.
- Coordinate patient care by scheduling and following up on appointments, collaborating with providers regarding treatment plans, and ensuring continuity of care.
- Educate patients, families, and caregivers regarding diagnoses, treatment plans, medications, procedures, and follow-up care, and respond to routine clinical questions.
- Monitor patients for changes in condition and respond appropriately to medical emergencies, including anaphylaxis, hypoglycemia, hypotension, hemorrhage, respiratory distress, and other urgent situations.
- Assist with procedural sedation (conscious sedation) in accordance with organizational policies and physician direction.
- Maintain accurate and timely clinical documentation, including laboratory results, patient records, and other required medical documentation.
- Collaborate with physicians and interdisciplinary healthcare team members to provide safe, efficient, and high-quality patient care.
- Ensure compliance with quality assurance standards, infection prevention protocols, controlled substance security requirements, hazardous drug handling, and the safe disposal of pharmaceutical and medical waste.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

- Associate's Degree in Nursing

Experience:

- None

Required Certifications or Licenses:

- State of Oklahoma Registered Nurse Certification.
- Basic Life Support (BLS) certification from the American Heart Association or an equivalent nationally recognized provider
- Current Cardiopulmonary Resuscitation (CPR) certification.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Advanced knowledge of techniques needed to diagnose and treat illness or injury elated issues, to includes but not limited to treatment alternatives, drug properties and interactions, and preventive health care measures.
- Advanced knowledge of (Health Insurance Portability and Accountability Act (HIPAA).
- Strong attention to detail while managing multiple clinical trials, patient schedules, regulatory deadlines, and documentation requirements.
- Must maintain patient confidentiality and comply with all applicable federal, state, institutional, HIPAA, and Good Clinical Practice

(GCP) requirements.
- Proficiency in basic mathematics, computer applications, and electronic health record (EHR) systems.
- Excellent verbal, written, and interpersonal communication skills, including active listening and the ability to ask appropriate clarifying questions.
- Ability to establish and maintain effective working relationships with patients, families, physicians, students, faculty, staff, vendors, and other healthcare professionals.
- Ability to communicate with professionalism, diplomacy, tact, and compassion in a variety of clinical and research settings.
- Strong organizational and time management skills with the ability to prioritize multiple responsibilities, manage competing deadlines, and adapt to changing priorities.
- Ability to work independently with minimal supervision while contributing effectively as a member of a multidisciplinary team.
- Strong critical thinking, analytical, and problem-solving skills with sound clinical judgment.
- Ability to perform effectively in a fast-paced environment while maintaining accuracy and composure under pressure.

Working Conditions

Physical:
Requires prolonged periods of standing, walking, sitting, bending, reaching, and computer use, with occasional lifting or moving of up to 25 pounds.
Requires frequent use of electronic health records (EHR), clinical trial management systems (CTMS), and electronic data capture (EDC) systems.

Environmental:
Frequent interaction with oncology patients receiving chemotherapy, immunotherapy, targeted therapy, radiation therapy, and investigational treatments
Regular exposure to blood, body fluids, infectious diseases, hazardous drugs, chemotherapy agents, and other potentially hazardous materials; adherence to standard precautions and personal protective equipment (PPE) requirements is mandatory.
May require flexibility in work hours to accommodate patient treatment schedules, sponsor monitoring visits, regulatory audits, or study-related activities
May require travel for investigator meetings, sponsor training, professional conferences, or research-related education.

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