



## Clinical Research Nurse

Job Code: 7445

Salary Grade: C07

FLSA Status: Exempt

*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.*

### Duties and Responsibilities

Under direct supervision, performs professional nursing duties such as physician assistance, sample collection, information gathering, patient follow-up, data collection, medication collection, collaboration, patient education, emergency response, patient separation, instruction, counseling, and research. Tasks require a high level of organizational skills and the exercise of discretion and ability to ask the right questions to determine proper course of action while following established standards.

- Assists physician during the examination as needed. Ensures that all information is available to the physician. Under direction of physician or other medical personnel, administers medication to patients.
- Takes and records various readings such as heart and respiratory rate, blood pressure, weight, body temperature, etc. Collects samples from patients including blood, urine, etc. Prepares samples for analysis or shipment. Collects all laboratory reports, data, and records.
- Prepares patient for examination by having charts ready, etc. Make follow up patient appointments or follows up on patient appointments. Answers routine questions from patients, family, etc. Provides educational information to patients, family, etc. Counsels patients and family about death, side effects of medication, therapy, etc.
- Collaborates with other healthcare professionals to provide efficient quality patient care.
- Instructs medical personnel in the use of highly specialized research equipment, drugs, etc.
- Directs and evaluates the work of some personnel that may include Clinic Clerks, Medical Assistants, and other Nurses. Acts as a lead employee when work performed requires little or no direct supervision.
- Participates in and contributes to research activities that are related to the area of specialization in which they are involved. Participates in conferences pertaining to the research area.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

#### Education:

Required: Bachelor's Degree in Nursing.

Equivalent/ Substitution: Will accept an Associate's Degree in Nursing and 24 months professional nursing (RN) experience in lieu of the Bachelor's Degree for a total of 36 months experience.

#### Experience:

Required: 12 months professional nursing (RN) experience.

#### Certifications or Licenses:

Required: State of Oklahoma Registered Nurse Licensure, BLS, and CPR certification.

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

### Knowledge, Skills, and Abilities

- High level of organization skills
- Exercise discretion when making judgments and to determine proper course of action while following established standards.

### Working Conditions

Standard Clinical Environment

Printed Date: 05/13/2026