

## Clinical Research Nurse Manager

**Job Code:** 8237

**Salary Grade:** C11

**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

Oversees and coordinates clinical research operations within the assigned unit, ensuring compliance with institutional policies, regulatory requirements, and clinical trial protocols. This role involves supervising and developing nursing staff, managing recruitment and training, and fostering effective communication across departments and stakeholders. Collaborates with leadership to optimize staff productivity, supports data integrity and quality assurance, and leads strategic planning and policy development to advance clinical research initiatives. Responsible for resolving conflicts and promoting ongoing education to maintain high standards of clinical research nursing practice

- Performs professional nursing duties including assisting physicians during examinations, collecting patient samples (blood, urine, etc.), administering medications under physician direction, and responding to emergencies
- Serves as a subject matter expert on protocol feasibility and contributes to multidisciplinary problem-solving throughout the study lifecycle
- Advises investigators on compliance issues and helps develop corrective action plans for protocol deviations or non-compliance
- Collects, records, and monitors patient data such as vital signs and prepares samples for analysis or shipment
- Prepares patients for examinations by organizing charts and ensuring all relevant information is available to the physician
- Manages patient follow-up, including scheduling appointments and addressing routine patient and family inquiries
- Provides education and counseling to patients and families regarding treatments, medication side effects, therapy options, etc.
- Collaborates with healthcare professionals to coordinate and deliver high-quality patient care
- Instructs medical staff on the use of specialized research equipment, medications, and clinical protocols
- Supervises clinical research, nursing and field staff, overseeing recruitment, onboarding, training, performance evaluations, and role expectations
- Oversees daily clinical research operations to ensure compliance with institutional policies, regulations, and clinical trial protocols
- Develops and implements policies and procedures to maintain efficient, compliant, and high-quality research operations
- Coordinates communication and collaboration among departments, investigators, and stakeholders involved in clinical research
- Ensures adherence to regulatory and protocol requirements to support accurate data collection, reporting, grant requirements, and quality assurance
- Collaborates with leadership to monitor staff productivity and optimize staffing strategies
- Participates in strategic planning, policy development, and program-level decision-making within the assigned area
- Acts as a liaison between staff, administration, and physicians to resolve conflicts and address protocol-related issues
- Conducts regular staff meetings to promote communication, address concerns, and provide updates
- Designs and delivers education and training programs to support ongoing staff development and maintain clinical research competencies and protocols
- Actively participates in research projects and attends relevant conferences related to their area of specialization
- Performs additional duties as necessary to support clinical and research functions

### Minimum Qualifications

**Education:**

- Bachelor's Degree in Nursing

**Experience:**

- 5 years of experience working in clinical research, hospital or clinic setting

**Certifications or Licenses:**

- Registered Nurse Licensure from the State of Oklahoma

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

### Knowledge, Skills, and Abilities

- Strong communication and interpersonal skills to effectively interact with patients, families, and multidisciplinary teams
- Ability to supervise and mentor staff
- Knowledge of state and federal healthcare regulations, patient safety standards, and HIPAA compliance
- Proficient with Microsoft Office Suite to include Excel, Word, and Outlook
- Proficient in patient assessment, care planning, and clinical decision-making



## JOB DESCRIPTION

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- Time management and organizational skills to manage multiple priorities in fast-paced settings
- Capacity to remain calm and effective in high-pressure and emergency situations
- Ability to build rapport and establish trust with patients

### Working Conditions

**Physical:**

Physical ability to perform the duties of the job, including standing for long periods and lifting patients or equipment as needed.

Walking and Standing for prolonged periods. Frequent exposure to infectious diseases and bodily fluids. Occasional extended hours depending on study or clinic needs.

**Environmental:**

Standard Office/Clinic Environment

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