

**SCHOOL OF NURSING
UNIVERSITY OF ALABAMA AT BIRMINGHAM**

POSITION DESCRIPTION

Clinical Research Nurse Coordinator III (Full-Time)

Dr. Rita Jablonski, "Fewer Drugs & Bugs: Decreasing Antipsychotic Drug Use and Preventable Infections in Nursing Home Residents by Leveraging the Head-to-Toe Infection Prevention Program with Care-Resistant Behavior Dementia Training"

AND

"Coaching Dementia Caregivers to Master Care-Resistance Behavior: CuRB-IT"

Taleo #: T223428

SUMMARY:

The purpose of the first project is to reduce antipsychotic usage and improve infection control practices in long-term care facilities by implementing care-resistant behavior training for direct-care staff. This position supports and is responsible to the Project Director (PD) for the Quality Improvement (QI) project funded by Civil Money Penalty programs under the auspices of the Centers for Medicare and Medicaid Services. The purpose of the second project is to improve the ability of dementia caregivers to prevent and manage care refusals around activities of daily living such as bathing and dressing. This position supports and is responsible to the PD for the randomized clinical trial funded by the National Institutes of Health.

RESPONSIBILITIES FOR "FEWER DRUGS AND BUGS"

Under general PD supervision, this individual is responsible for the day-to-day activities necessary for the successful deployment of this 3-year project. He or she is responsible for assembling quarterly CMS reports and coordinating the delivery of the reports with appropriate budget documents from the Office of Research and Scholarship. He or she is responsible for updating the manual of procedures, obtaining weekly field reports from team members embedded in long-term care facilities, data-entry, and descriptive data analyses. This person operates with a high degree of independence, is responsible for supporting programs' goals and objectives, and provides administrative oversight such as coordinating and chairing meetings, handling requisitions, completing CMS quarterly reports, and monitoring budgets. He or she will also support the CNRC with the collection of QI data. The individual in this role will facilitate budget expenditures and reconciliation in accordance with UAB and School of Nursing policies and

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procedures. This position requires collaboration and communication with nursing home administrators in the Birmingham region.

RESPONSIBILITIES:

1. Oversees and actively participates as a member of a QI team.
2. Manages all aspects of the CMS project, including day-to-day operations. Maintains QI-specific systems and documents including process flows and procedure manuals, and SOPs. Monitors study budgets.
3. Assists in training and supervising students working on projects.
4. Prepares and submits multiple levels of project documentation (i.e. IRB, educational materials, quarterly CMS reports, and project forms)
5. Supports the CNRC with the submission of IRB paperwork and approvals.
6. Maintains budgets and manages day-to-day project activities.
7. Maintains central project calendars and tracks project timelines.
8. Coordinates and schedules weekly project staff meetings; develops agenda (in coordination with CNRC and PD); produces accurate meeting minutes.
Interacts closely with QI team members to ensure that proper procedures for project activities comply with project procedures and timelines.
9. Assists in data entry, cleaning, and coding.
10. Coordinate with other employees' roles pertinent to the project.
11. Coordinates meetings/conferences with appropriate University offices, nursing home administrators/leadership teams, regional CMS office, and "Drugs and Bugs" team members.
12. Assists in preparation, editing, and submission of presentations and publications.
13. Participates in education/training opportunities that facilitate this role.
14. Facilitates compliance relative to University, School of Nursing, and sponsor policies, Office of Research and Scholarship within the School of Nursing and University policies and procedures.
15. Ethical conduct is a fundamental expectation for every UAB community member. All employees must abide by the standards of behavior outlined in the UAB Enterprise Code of Conduct. Upon hire new employees are required to attest to the Code by completing the online training that is assigned to them. Behaviors inconsistent with the Code may result in appropriate consequences.
16. Performs other related duties as directed to support the missions of the School of Nursing.

RESPONSIBILITIES FOR "CuRB-IT"

General Responsibilities: operating with a high degree of independence, responsible for supporting research study goals and objectives, and providing administrative support to all ongoing projects. Responsible for coordinating daily activities, handling requisitions and

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contracts, and assisting in the financial management of the Jablonski Team. Responsible for facilitating budget expenditures and reconciliation in accordance with UAB and School of Nursing policies and procedures. Under supervision, responsible for preparing/managing IRB documentation, creating study protocol manuals and other regulatory and reporting documents as required by funding entities.

Specific Responsibilities:

1. Supporting the PI in providing fiscal and regulatory oversight to lab activities and project accounts.
2. Managing and maintaining budgets/ledger accounts for the NIA-funded study, Care-Resistant Behavior Internet Training (CuRB-IT)
3. Managing vendor contracts from registration to invoice processing.
4. Managing legal contract submission process, including compiling/drafting contracts through Contract Management System for university legal review.
5. Maintaining central calendar for tracking study timelines and milestones.
6. Scheduling/participating in weekly project and team meetings.
7. Coordinating meetings/conferences with appropriate University offices and external agencies as needed. This includes coordinating travel arrangements for the PI/research team.
8. Ordering supplies and equipment and coordinating shipping of the supplies and equipment.
9. Coordinating with associated investigators and consultants pertinent to research projects.
10. Assisting with creation and maintenance of study manuals of procedures as needed.
11. Serving as point-of-contact for interested and enrolled participants. Communicating with participants, as needed, when participants call or email in questions or concerns about the project. Managing participants within custom-built participant databases.
12. Contacting participants as necessary per project protocol.
13. Coordinating with study partners to ensure recruitment goals are met and overseeing social media advertising and recruitment.
14. Administering payments to participants at study milestones following study procedures; administrating and documenting payments.

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QUALIFICATIONS:

Position requires a Bachelor's degree in a related field and three (3) years of related experience required. This position requires proficiency with Microsoft office software (Word, Excel, PowerPoint, Access, and Outlook) and other software (SPSS and SciWheel); database software systems such as Qualtrics, Survey Monkey; and the ability to construct tables, graphs, and charts. The successful candidate should be flexible, self-motivated, professional, and possess excellent interpersonal and organizational skills. This position requires an individual who possesses outstanding written and verbal communication, interpersonal, critical thinking, organizational, assessment and management skills to meet the expected outcomes of the role. The individual must be detailed oriented, take initiative, and have professional accountability. CITI IRB training will be required upon hire. Individual must be able to work independently and within a team environment especially by telephone and virtually. They must be able to be persistent, but professional in interacting with busy clinicians and participants. All duties will be conducted in accordance with federal guidelines for conducting research with human subjects. Individual must adhere to all SON & UAB policies and procedures including but not limited to all FERPA and HIPAA regulations. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

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