

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: NURSING

Level B, Pay Grade 8

LEVEL DEFINITION	This level covers positions that are involved in the planning, coordination, implementation, evaluation, communication and/or management of research studies or the clinical components of undergraduate or graduate nursing courses.
TYPICAL RESPONSIBILITIES	May include: assisting in the recruitment of new study nurses; assisting in the orientation of research nursing staff; identifying and troubleshooting clinical questions or problems which affect patient care and providing leadership in resolving the situation, unresolved issues are referred to supervisor; assisting in planning and organizing of clinical trial, including budget development and preparation; coordinating multiple studies concurrently; developing tools to aid in protocol and administering protocol deviations and adverse events; setting up clinics; training and supervising professional staff; providing clinical supervision to a group of students including assigning students to patients/clients, evaluating students performance of clinical skills, and grading papers etc; participating in the teaching of nursing skills; and assisting in planning and implementation of student recognition programs.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Exercises judgment and discretion to provide leadership and resolve problems. Accountable for the accuracy and reliability of their work.
SUPERVISION RECEIVED	Works under general direction. Performance is subject to periodic review to ensure conformity to overall objectives.
SUPERVISION EXERCISED	Trains and allocates work to subordinate staff; reviews work progress to ensure conformity to established principles and procedures.
MINIMUM QUALIFICATIONS	<p>Research Nurse: Registered Nurse with BCCNP plus three years of nursing and administrative experience.</p> <p>Clinical Associate: Undergraduate degree in Nursing and Registered Nurse with BCCNP, plus at least two years of experience in a clinical position.</p> <p>Nurse Practitioner Clinical Associate: Postgraduate degree in Nursing and Registered Nurse with BCCNP, plus two years of experience in primary care NP practice or a combination of education and experience.</p>