

# **M&P OCCUPATIONAL GUIDELINE**

## **JOB FAMILY: NURSING**

### **Level C, Pay Grade 9**

<b>LEVEL DEFINITION</b>	This level covers positions of employees who are responsible for the overall coordination of a program/study.
<b>TYPICAL RESPONSIBILITIES</b>	May include: providing overall coordination of program initiative; hiring, training, supervising, managing, disciplining and terminating research staff; coordinating and conducting monitoring visits to collaborative sites; determining and implementing effective participant recruitment strategies for the research projects; planning, budgeting and financial reporting of the research grant, authorizing payment of invoices; researching and purchasing equipment required for multiple clinical trials; developing reports; developing presentation and presenting findings.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Exercises considerable judgment to coordinate overall program/study.  Accountable for the success and operations of the program/study.
<b>SUPERVISION RECEIVED</b>	Receives administrative direction. Work is reviewed periodically for overall effectiveness.
<b>SUPERVISION EXERCISED</b>	Supervises the work of professional nurses, clerical, technical and housekeeping staff.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in Nursing and Registered Nurse with BCCNP. Minimum of five years of nursing and three years of administrative experience.