

# **M&P OCCUPATIONAL GUIDELINE**

## **JOB FAMILY: NURSING**

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

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| <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.<br><br>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 BCCNM. Minimum of five years of nursing and three years of administrative experience.  |