SCHOOL OF NURSING
UNIVERSITY OF ALABAMA AT BIRMINGHAM

POSITION DESCRIPTION
Research Program Mgr. – SON Programs
“Bakitas Implementation, Survivorship and Unfunded Grants”
TALEO#: T58060
UAB Employment Site Number

SUMMARY:
This position supports and reports to the Principal Investigator (PI) on 2 new grants entitled: “Implementing Early Palliative Care in non-NCI designated Cancer Centers” and “Optimizing Functional Recovery of Cancer Survivors: The Behavioral Activation-Rehabilitation (BA-R) Program” and also provides support for other grant-related activities not funded under these projects. Under general PI supervision, this individual is responsible for all day-to-day operations of the study programs. This person operates with a high degree of independence, is responsible for supporting programs’ goals and objectives, and provides administrative support such as coordinating daily activities, handling requisitions, and assisting in the financial management of the program. The individual in this role will facilitate budget expenditures and reconciliation in accordance with UAB and School of Nursing policies and procedures. They are also responsible for developing procedures and processes to implement the studies (e.g. database development, recruitment procedures, regulatory processes (e.g. IRB submissions), day-to-day operations, preparing NIH and Data/Safety monitoring and archiving reports, routine and ongoing reports, and maintenance of key functions of the protocol. This position requires collaboration and communication with multiple sites located at Dartmouth, University of Rochester, NY and elsewhere.

RESPONSIBILITIES:
1. Oversees and actively participates as a member of a large research team.
2. Leads the submission of IRB paperwork and approvals.
3. Maintains budgets and manages day-to-day grant activities
4. Maintains central study calendars and tracks study timelines.
5. Schedules regular research staff meetings.
6. May screen, ascertain eligibility, recruit, consent, and enroll prospective subjects from busy clinical environments or by telephone.
7. Interact closely with clinicians to ensure that proper procedures for study visits and assessments comply with study procedures and timelines.
8. Performs data collection from subjects and performs medical chart reviews.
9. Is involved in the randomization process and in notifying subject of study group.
10. May process and track participant compensation.
11. Conduct/confirm follow-up visits with participants.
12. Schedule data collection efforts and utilizes study databases to record data.
13. Interacts with participants in person or phone to support retention as needed.
14. Coordinate with other employees’ roles pertinent to the project.
15. May assist in hiring, training and supervising personnel and students working on these projects.
16. Develops and maintains project study manuals.
17. Creates and organizes study files and communicates with other study sites.

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of ethnicity, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.
18. Assists in data entry, cleaning, and coding.
19. Conducts inter-rater reliability checks and cross-contamination checks of data.
20. Coordinates meetings/conferences with appropriate University offices and external agencies as needed
21. Assists in preparation, editing, and submission of presentations and publications.
22. Participates in education/training opportunities that facilitate this role.
23. 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.
24. 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.
25. Performs other related duties as directed to support the missions of the School of Nursing.

QUALIFICATIONS:
Position requires a Bachelor’s degree in a related field and three (3) years of related experience required. Master’s degree in health related field (Public Health, Health Services/Administration, Nursing, Gerontology or Psychology a plus) and two year of previous program coordinator/administrator or related experience and high degree of organizational skill related experience is preferred. Prior palliative care is a plus. Position will work with seriously ill adults and requires a high degree of sensitivity. This position also requires: proficiency with Microsoft office software (Word, Excel, PowerPoint, Access, and Outlook) and other software (SPSS and ENDNOTE); editing experience; and the ability to construct tables, graphs, and charts. The work involves occasional evenings and weekend hours to meet deadlines, which may be virtual. These hours will be scheduled in advance. The successful candidate should be flexible, self-motivated, professional, and possess excellent interpersonal and organizational skills. This position requires an individual possess 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. Well-developed writing, communication, interpersonal, and organizational skills are required. 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 conduct of 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.