

**Clinical Research –Intern**  
Clinical Research  
Job Description January 2025  
Department: 01.7180 Job Code: 20038

### **JOB SUMMARY**

Reporting to the Clinical Research Manager, the Clinical Research Intern (CRI) will help to coordinate and/or implement his or her assigned duties. In this role, the CRI will assist in entering data into an electronic database. The CRI may also evaluate and abstract research data while ensuring compliance with research and clinical trial protocol objectives. The CRI may be responsible for completing case report forms, entering data into research databases, and assisting with regulatory submissions to the Institutional Review Board (IRB). The CRI may also have limited contact with research subjects as assigned by the Manager. The CRI will be expected to comply with all federal and local agencies including the FDA and the IRB with oversight on the assigned clinical trials.

The Clinical Research Intern (CRI) position is perfect for an individual who is seeking research experience in anticipation of a higher degree in life sciences, particularly nursing (BSN), medical school (MD), physician assistant (PA) or Ph.D. The position would also be perfect for individuals who have experience with data entry and knowledge regarding electronic databases. The CRI will have day-to-day contact with top medical sub-specialists and researchers in the fields of neurology.

Strives for superior performance by consistently providing a product or service to leadership and staff that is recognized as ultimately contributing to the patient and family experience. Recognizes and demonstrates understanding of patient and family centered care.

### **JOB RELATIONSHIPS**

Responsible To: Clinical Research Manager

Workers Supervised: None

Inter-Relationships: Clinical Research Coordinators (CRC), MMA Managers, Physicians Primary Investigators (PI), Ancillary Services

### **PRIMARY JOB RESPONSIBILITIES**

- Assisting CRC, Research Nurse, or Manager of Clinical Research in study coordination and implementation.
- Evaluating and abstracting research data from source documents.
- Compliance with protocol and overall clinical research objectives.
- Completing Case Report Forms (CRFs).
- Data entry to Electronic Data Capture systems (EDCs).
- Supervised contact with research participants related to day-to-day subject management and/or longer-term follow-up.

- Biological sample preparation and shipping
- Maintenance of study supplies and kits.
- Reporting any concerns regarding data quality, data integrity, and study conduct.
- At all times, the CRI will ensure compliance with local and federal agencies such as the FDA and IRB. This includes maintaining all research conduct using Good Clinical Practice (GCP) guidelines. Additionally, the CRC will be expected to maintain strict patient confidentiality according to HIPAA regulations and applicable laws.
- Demonstrates knowledge of and supports hospital mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality statements, corporate compliance plan, customer service standards, and the code of ethical behavior.

### **DEPARTMENTAL AND ADDITIONAL JOB RESPONSIBILITIES**

1. The CRI may also be involved in other regulatory duties, budgeting duties, and assisting with reconciliation of study invoices.
2. Other duties as assigned

### **JOB SPECIFICATIONS**

#### **EDUCATION**

Sophomore status level or above Cook Foundation Scholar college student working towards a BA/BS degree in the life sciences, computer science or similar analytically oriented field is strongly preferred.

#### **EXPERIENCE**

1. Prior clinical research experience is preferred, but not required.
2. Prior experience with REDCap Cloud or data entry, but not required
3. GCP Certification preferred, but not required
4. IATA Certification preferred, but not required

### **ESSENTIAL PHYSICAL ABILITIES/MOTOR SKILLS**

These physical requirements are not exhaustive and additional job related physical requirements may be added on an as needed basis. Corrective devices may be used to meet physical requirements.

1. Able to travel independently throughout all Memorial Healthcare facilities.
2. Small motor skills required for operating modern computer, office, and telephone equipment as utilized by Memorial Healthcare (MHC).
3. Sedentary Work: Frequently required to stand, kneel and crouch. On a daily basis may be required to move about, sit, climb stairs and bend. Is frequently required to lift and carry up to 20 lbs. May be required to push/pull/carry items between 20-100 lbs.

4. Vision: Requires the ability to perceive the nature of objects by the eye. Near acuity: Clarity of vision at 20 inches or less. Midrange Acuity: Clarity of vision at distances of more than 20 inches and less than 20 feet.
5. Motor Coordination: While performing the duties of the job, it is required to regularly perform functions that include using hand and finger movement, handle or feel objects, be able to use tools or equipment that requires reaching with hands and arms. Must be able to travel independently throughout the hospital; access patients/families including areas confined by space and/or equipment.
6. Speaking/Hearing: Ability to give and receive information through speaking and listening.

### **ESSENTIAL TECHNICAL ABILITIES**

1. Proficiency using modern office, computer and telephone equipment as used by Memorial Healthcare.
2. Computer skills, including fluency in Microsoft Excel, PowerPoint, and Word are required.
3. Biostatistical skills and knowledge of basic data management software are a plus.

### **ESSENTIAL MENTAL ABILITIES**

1. Ability to adapt and maintain focus in fast paced, quickly changing or stressful situations.
2. Ability to read and interpret a variety of documents including, but not limited to policies, operating instructions, white papers, regulations, rules and laws.
3. Analytical, Prioritization, and planning of work activities.
4. Attention to detail and accurate documentation of research and office activities and adapts to changing conditions.

### **ESSENTIAL SENSORY REQUIREMENTS**

1. Able to see for the purpose of reading information received in formats including but not limited to paper, computer, reports, bulletins, updates, manuals.
2. Able to hear for work-related purposes.
3. Able to see for the purpose of reading information received in formats including but not limited to paper, computer, reports, bulletins, updates, manuals.

### **INTERPERSONAL SKILLS**

1. Ability to interact with co-workers, hospital staff, administration, patients, physicians, the public and all internal and external customers in a professional and effective, courteous and tactful manner, at all times, physically, verbally and in all written and electronic communication.
2. Required to remain calm when adversity is encountered.

3. Open, honest, and tactful communication skills.
4. Ability to work as a team member in all activities.
5. Positive, cooperative and motivated attitude.
6. Demonstrates knowledge and support of Memorial Healthcare mission, vision, value statements, standards, policies & procedures, confidentiality statements and corporate compliance plan.

**EMPLOYEE ACKNOWLEDGEMENT**

By signing below, I acknowledge that I have reviewed this job description and that I understand all my job duties, responsibilities and physical requirements necessary to be successful, as well as, have had an opportunity to discuss any questions.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Talent Management staff.

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Employee Signature

Date

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Print Employee Name

**Job Title**  
DEPARTMENT  
Job Description Month-Year  
Department: 01.7180 Job Code: 20038

**APPROVALS (Human Resources will complete this section)**

_____	_____
Department Director	Date

_____	_____
Vice President or Executive	Date

_____	_____
Human Resources	Date