



OREGON  
MEDICAL RESEARCH  
CENTER

## Clinical Research Medical Assistant Job Description

The Clinical Research Medical Assistant, under the guidance and supervision of the Clinical Research Nurse and Principal Investigator (PI), ensures the integrity and quality of clinical trials are maintained

and conducted in accordance w/ federal, state, and local regulations, Institutional Review Board (IRB) approvals, and OMRC policies, and procedures. This position is primarily responsible for the accurate completion of visit procedures and collection of information for study patients according to protocols, and for protecting the health, safety, and welfare of research participants.

### Essential Functions:

**Utilizing Good Clinical Practice, the medical assistant provides nursing care to research study patients by:**

- Ensuring compliance with research protocols by reviewing all protocol requirements to confirm implementation of appropriate methods, practices, and procedures for all clinical activities
- Participating in recruitment and selection of study participants by interviewing and documenting medical history to determine compliance with eligibility requirements
- Performing medical tests including, but not limited to, vital sign readings and cardiac function tests
- Administering study medications and performing patient assessment during study visits to determine presence of side effects to medication; notifies principal investigator of findings/issues
- Providing patient education and medical information to study patients to ensure understanding of proper medication dosage, administration, and disease treatment
- Documenting medical data in subject chart to ensure availability of timely records for decision making

### Other:

- As a nursing team member, identify and prioritize the development of systems and infrastructure to maintain research quality and compliance
- No supervisory responsibilities
- Other duties as assigned
- Willing to abide by Good Clinical Practice Guidelines and all FDA regulations
- CPR-certification required

### Qualifications:

- Valid MA license from the State of Oregon.
- Minimum of a high school diploma required, Bachelor degree preferred.
- Two (2) years of recent clinical nursing experience in a hospital, clinic or similar health care setting. (Bachelor's degree may be substituted for one (1) year work experience.).
- One (1) year clinical research experience, preferred.
- Dermatology experience, preferred.
- Must be proficient in Microsoft Office Word and Excel, electronic health systems and databases used in research environment, or willingness to learn and demonstrate proficiency within three months of hire.
- Effective written, verbal, and interpersonal communication skills.
- Excellent attention to detail and accuracy.
- Ability to manage multiple tasks w/ time deadlines.
- Ability to be flexible, organized, detail oriented and tenacious in follow-through.
- Possess the ability to work well under pressure.
- Prioritization and organizational skills.

- Proficient in medical terminology.
- Basic drug calculation skills.
- Problem-solving skills.
- Nursing competency skills per scope of practice (i.e., performing vital signs, nursing assessments, performing ECG/EKG, giving injections, etc.)
- Knowledge of GCP, federal, state, and local regulations, including HIPAA policies and procedures.

### **Physical Requirements**

- Physical Requirement - Feeling (sensing textures and temperatures) **(Frequently)**
- Physical Requirement - Fine Motor Skills (pinching, gripping, etc) **(Frequently)**
- Physical Requirement - Hearing **(Frequently)**
- Physical Requirement - Pushing/pulling **(Occasionally)**
- Physical Requirement - Reaching **(Occasionally)**
- Physical Requirement - Sitting **(Frequently)**
- Physical Requirement - Standing **(Frequently)**
- Physical Requirement - Stooping/crouching/kneeling/crawling **(Occasionally)**
- Physical Requirement - Talking **(Frequently)**
- Physical Requirement - Tasting/smelling **(Occasionally)**
- Physical Requirement - Walking **(Frequently)**
- Physical Requirement - Near Vision **(Constantly)**
- Physical Requirement - Color Discrimination **(Occasionally)**
- Physical Requirement - Use of keyboard, mouse and/or computer equipment **(Constantly)**
- Physical Requirement - Lift up to 35 pounds without assistance **(Occasionally)**
- Occupational Exposure/Risk Potential - Inside office environment **(Applicable)**
- Occupational Exposure/Risk Potential - Airborne communicable diseases **(Applicable)**
- Occupational Exposure/Risk Potential - Bloodborne pathogens or bodily fluid **(Applicable)**
- Occupational Exposure/Risk Potential - Fumes or airborne particles **(Applicable)**

Full-time position – 40 hours. Work days: Monday through Thursday, Hours: 7:00 am – 5:00 pm.

If you would like to apply, please send a cover letter detailing how your qualifications match the position's requirements, your salary requirements, and a resume with transparent employment dates to Molly Blauvelt, at [mblauvelt@oregonmedicalresearch.com](mailto:mblauvelt@oregonmedicalresearch.com).

Oregon Medical Research Center is an equal-opportunity employer. Applicants needing accommodation to apply should contact Molly Blauvelt at [mblauvelt@oregonmedicalresearch.com](mailto:mblauvelt@oregonmedicalresearch.com).