Assists with formulating research objectives, contributes to design of research protocols, oversees clinical research trials, conducts quality assurance reviews. Diagnoses patient complaints and performs treatments according to established protocols or as prescribed by a physician. May develop course curriculum and teach students clinical topics. Manages staff, develops and manages budgets, participates in contract and grant administration.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Activity Description</th>
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</thead>
<tbody>
<tr>
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<td>Assists a principal investigator with formulating research objectives. Plans, organizes and schedules activities to meet objectives. Develops and implements operating policies, procedures and systems to support planned operations. Ensures these are well-documented and communicated to project personnel.</td>
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<td>Contributes to the design of research protocols. Evaluates, recommends and implements procedures for data acquisition, management and quality control. Evaluates and recommends statistical methods for data analysis and monitors and interprets results of analysis. Prepares technical reports and papers on study plans, progress and results of research activities.</td>
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<td>Oversees clinical trials, ensuring adherence to protocols.</td>
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<td>Conducts quality assurance reviews of research protocols. Monitors and cites violations and submits regular reports.</td>
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<td>Diagnoses patient complaints and treats patients according to established protocols or as prescribed by a supervising physician using routine therapeutic procedures.</td>
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<td>Identifies patients’ educational needs and provides health-related information to enhance patients’ understanding of medical condition and related treatments. Assists in teaching procedures.</td>
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<td>Oversees activities of quality assurance programs for patient care provided by unit.</td>
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<td>Ensures safety of self, co-workers and patients by strict adherence to departmental safety procedures. Checks and tests equipment in accordance with established safety protocols.</td>
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<td>Ensures staff competency and compliance with standards and guidelines promulgated by accrediting and regulatory agencies. Participates in preparation for inspection by such agencies.</td>
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<td>Develops course curriculum, establishes class schedules and teaches courses in specialized, clinical field. Monitors and evaluates student progress. Acts as mentor to students. Maintains accreditation standards; prepares accreditation self-study manual.</td>
</tr>
</tbody>
</table>
Teaches students clinical topics such as patient evaluation, treatments, indications or contraindications for surgery, management of patient conditions, techniques for fitting corrective or supportive devices, etc.

Directly or indirectly manages staff assigned to project. Plans and staffs project operations based on proposed research activities and timelines. Includes negotiation and oversight of subcontracted services as necessary. Makes hiring, promotional and salary decisions in accordance with University policy. Provides training and technical supervision to staff. Motivates and monitors the progress of work performed by project staff to include senior technical personnel. Assesses need for and follows through with disciplinary action.

Develops and manages budgets to satisfy University and funding agency requirements. Authorizes expenditures. Directs the reconciliation of accounts and preparation of financial reports.

Participates in contract and grant administration. Establishes budgets and monitors and reports on expenses. Interacts with university contract administrators and agency representatives to provide information, resolve questions or problems and coordinate on-site visits.

Establishes and maintains an active network of professional contacts. Remains informed of the current status of completed and ongoing research in related areas. Actively participates in professionally sponsored meetings, seminars and symposia as a representative of the project and the University.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

<table>
<thead>
<tr>
<th>Essential</th>
<th>No</th>
<th>Yes</th>
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</table>

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor’s Degree

**Minimum Experience:**

5 Years

**Minimum Field of Expertise:**

**Preferred Education:**
Master's Degree

**Preferred Experience:**
7 Years

**Skills: Other:**
Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Counseling
Curriculum development
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Staff development
Teaching/Training

**Skills: Machine:**
Computer Network (Department or School)
Personal Computer

**Supervises: Level:**
Manages employees (varied levels) across departments on a project basis

**Supervises: Nature of Work:**
Administrative
Clerical/Secretarial
Research
Technical

**SIGNATURES:**
Employee: ___________________________ Date: ___________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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