



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 that 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 clinical research encounter with dermatology patients as directed by a trial protocol. This involves the accurate completion of visit procedures, collection of information for study patients, and the protection of the health, safety, and welfare of those patients. Additionally, this position provides support to the Lead Laboratory Technician around blood and other specimen collection and processing.

Essential Functions:

Utilizing Good Clinical Practice (GCP), 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
- Assisting with electronic data entries and quality control measures

The medical assistant assists with the clinical laboratory functions by:

- Ensuring the accurate collection of acceptable specimens, including venipunctures, and follows all processing and International Air Transportation Association (IATA) shipping requirements associated with each individual sample
- Maintaining accurate and complete documentation of patient information, equipment, and test results to comply with regulations and study protocols
- Ensuring scheduled tests have been completed, as per protocol
- Helping to maintain laboratory supply inventory for each study by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Assembling accurate subject visit supplies, following protocol driven standards

Other:

- High degree of accountability with increasing responsibilities
- No supervisory responsibilities
- Other duties as assigned
- Willing to abide by GCP Guidelines and all FDA regulations
- CPR-certification required within 3 months of hire

Qualifications:

- High School Diploma or equivalent
- Graduate from a Medical Assisting program
- Valid Oregon State certification to practice medical assisting
- Competency of skills per scope of practice (e.g., performing vital signs, nursing assessments, performing ECG/EKG, giving injections, etc.)
- One (1) year of phlebotomy experience or equivalent
- One (1) year of recent clinical experience in a hospital, clinic or similar health care setting, preferred, but new graduates also may apply
- Dermatology experience, preferred
- Demonstrated PC skills (MS Office, EHR and other portal-type programs)
- Possess a strong desire for providing exceptional patient care
- Excellent attention to detail and accuracy
- Ability to be flexible, organized, detail oriented and tenacious in follow-through
- Possess the ability to work well under pressure
- Proficient in medical terminology
- Compliance with all applicable infection control and safety procedures
- Compliance with 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: Four, 10-hour 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.

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

Medical Assistants! Consider clinical research as a new career direction.

Oregon Medical Research Center, a more than 25-year-old small business in the Tigard/Beaverton area, is looking for a new team member. Clinical research gives you the ability to expand your skills with research procedures, expand your patient connections with consistent patient interactions, and be an integral part of the process of delivering new dermatology treatments to patients.

We are proud to offer:

- Highly competitive salaries compared to a typical clinic environment: \$22-26 starting hourly wage
- Four-day work week (Monday – Thursday)
- Fully paid medical benefits
- Fully paid dental benefits
- 401k retirement plan, with 5% annual employer paid contribution
- 3-weeks paid vacation
- 1-week paid sick leave
- Paid holidays
- Scrub allowance
- Free parking