

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: NURSING

### Level B, Pay Grade 8

<b>LEVEL DEFINITION</b>	This level covers positions that are involved in the planning, coordination, implementation, evaluation, communication and/or management of research studies or the clinical components of undergraduate or graduate nursing courses.
<b>TYPICAL RESPONSIBILITIES</b>	May include: assisting in the recruitment of new study nurses; assisting in the orientation of research nursing staff; identifying and troubleshooting clinical questions or problems which affect patient care and providing leadership in resolving the situation, unresolved issues are referred to supervisor; assisting in planning and organizing of clinical trial, including budget development and preparation; coordinating multiple studies concurrently; developing tools to aid in protocol and administering protocol deviations and adverse events; setting up clinics; training and supervising professional staff; providing clinical supervision to a group of students including assigning students to patients/clients, evaluating students performance of clinical skills, and grading papers etc; participating in the teaching of nursing skills; and assisting in planning and implementation of student recognition programs.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Exercises judgment and discretion to provide leadership and resolve problems. Accountable for the accuracy and reliability of their work.
<b>SUPERVISION RECEIVED</b>	Works under general direction. Performance is subject to periodic review to ensure conformity to overall objectives.
<b>SUPERVISION EXERCISED</b>	Trains and allocates work to subordinate staff; reviews work progress to ensure conformity to established principles and procedures.
<b>MINIMUM QUALIFICATIONS</b>	Research Nurse: Registered Nurse with BCCNM plus three years of nursing and administrative experience.  Clinical Associate: Undergraduate degree in Nursing and Registered Nurse with BCCNM, plus at least two years of experience in a clinical position.  Nurse Practitioner Clinical Associate: Postgraduate degree in Nursing and Registered Nurse with BCCNM, plus two years of experience in primary care NP practice or a combination of education and experience.