

UW HEALTH JOB DESCRIPTION

Clinical Research Unit Lab Specialist

Job Code: 510050	FLSA Status: Non-Exempt	Mgt. Approval: T. Kiger	Date: November 2021
Department: 3035066 Nursing - Clinical Research Center		HR Approval: K. Fleming	Date: November 2021

JOB SUMMARY

The UW Health Clinical Research Unit (CRU) is a dedicated research unit designed to provide medical scientists with the resources and conditions necessary to conduct high quality clinical research in an effective and efficient manner that includes a sample processing laboratory.

The UW Health Clinical Research Unit Lab Specialist is responsible for receiving specimens and research kits into the CRU processing laboratory, checking specimens and requisitions for correct labeling and appropriateness, processing specimens according to the individual study protocol requirements, and completion of daily duties which may include basic instrument maintenance (temperatures, monitoring reagents), ensuring adequate lab supplies, quality checks, and clerical duties. In addition, the Specialist will create and maintain lab specific SOPs, review incoming clinical research protocols and amendments that include specimen collection and/or processing and collaborate with the CRU protocol team lead to draft the lab set-up, collection and processing instructions for visits conducted on the CRU.

This position requires a high degree of interaction with a variety of research staff personnel, including but not limited to clinical research nurses, clinical research coordinators, principal investigators, laboratory staff from various areas (e.g., UW Health Clinical Lab, UWCCC CP Lab, and other investigator labs), clinical research dietician, pharmacy staff, and the Pharmaceutical Research Center. This position assists CRU nurses and study personnel in the assessment and coordination of laboratory requirements for study participants, specifically routine and protocol specific blood, urine, tissue, and other biological specimens for analysis and processing. Problems encountered are of a moderate degree of complexity but may require innovation because reference sources and subject matter experts are not always readily available. To meet the challenges of a changing research environment, this position must exercise independent judgment, be timely in meeting responsibilities, have a high degree of organizational skill, the ability to multi-task, and demonstrate a self-directed work effort and commitment to customer service. Excellent, respectful communication skills and professional demeanor are essential.

Day to day activities are moderate to highly complex and overseen by the CRU Nurse Manager.

MAJOR RESPONSIBILITIES

- Perform basic to moderately complex lab set-up and sample processing according to established protocols and procedures.
- Verify provider orders are entered for all research samples and UW Health labs required for upcoming CRU study visits. Communicate any discrepancies with CRU charge nurse for follow-up.
- Receive research specimens and carefully check label and applicable paperwork for accuracy and completeness. Directly connect with staff who collected the sample if any information is incomplete.
- Identify research kits needed for upcoming CRU visits and coordinate communication to study teams with CRU charge nurse. Track research kits as they are received, confirm they are accurate, complete, and within the expiration date. Compare research kits to specific visits, timepoints, and physician orders, and follow-up with study teams on any discrepancies as necessary.
- Create and maintain use of the CRU sample log on a daily basis, noting expected number of samples, samples obtained, stored, and tracking sample pick-up.
- Operate, clean, and maintain organization of research equipment and research area.
- Monitor and maintain lab supplies – track inventory levels and place replenishment orders.
- Develop appropriate specimen labels and lab related tracking forms for research sample collection

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and storage as required for specific studies.

- Practice universal safety precautions according to Infection Control policy and procedures at all times (e.g., use of gloves, lab coat).
- Provide education/training and ongoing support of CRU staff on lab set-up and sample processing procedures.
- Participate in the feasibility assessment of protocol implementation on the CRU including a detailed evaluation of the research lab activities required.
- Serve as an approachable and responsive point-of-contact for research lab related questions. Also serve as a resource for Principal Investigators and study personnel with lab/processing related questions for their studies that includes sharing best practice for standard lab processes.
- Meet personal continuing education and professional developmental needs.
- Develop research lab specific documents to support the lab set-up, specimen collection, specimen processing, and collection of study specific data as applicable to ensure fidelity to the research protocol.
- Perform additional duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High school diploma or equivalent.
	Preferred	Some post-secondary education in a healthcare or a related science field that may include course work in Medical Laboratory Technician, Cytotechnologist, Histotechnician or Medical Laboratory Scientist degree/certification.
Work Experience	Minimum	Six months experience in lab or healthcare
	Preferred	One year healthcare or lab related work experience Experience with sample collection and sample processing Experience with quality assurance and good laboratory practices
Licenses & Certifications	Minimum	
	Preferred	Medical Laboratory Technician (MLT) or equivalent
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Excellent communication skills (interpersonal, oral and written) and the ability to maintain good interpersonal relationships with co-workers and clients • Excellent organizational skills, including the ability to prioritize work • Competence in problem identification and resolution • Ability to work independently • Knowledge of laboratory medicine and universal precautions preferred • Knowledge of medical terminology preferred • Knowledge of word processing and electronic communication preferred • Ability to educate staff and colleagues

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below.

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

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PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
X Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.