

## UW HEALTH JOB DESCRIPTION

<b>Ophthalmology Study Coordinator</b>			
<b>Job Code:</b> 920011	<b>FLSA Status:</b> Non-Exempt	<b>Mgt. Approval:</b> K. Bradley	<b>Date:</b> October 2019
<b>Department:</b> Clinics - Ophthalmology		<b>HR Approval:</b> J. Olson	<b>Date:</b> October 2019
<b>JOB SUMMARY</b>			
<p>The Ophthalmology Study Coordinator will be responsible to work within the Department of Ophthalmology and Visual Sciences (DOVS) to help achieve the research goals of the department. The Coordinator will work as part of a research team to complete clinical trials, which are a valuable means of providing potential alternative treatments for the patients of UW Health. The Ophthalmology Study Coordinator will play a vital role in the completion of Uveitis research and will ensure that study projects run smoothly and according to protocol.</p>			
<b>MAJOR RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>Recruit, consent, and enroll research subjects into Uveitis studies.</li> <li>Serve as a study resource to participants to explain protocol, procedures, and treatments.</li> <li>Assess potential adverse reactions related to the uveitis trial.</li> <li>Coordinate diagnostic tests, including blood and radiologic tests as applicable. Coordinate the collection of blood, urine, and tissue specimens to ensure proper handling.</li> <li>Collect and report technical data and methods to Research Coordinating Center. Analyze and respond to messages from the Coordinating Center to resolve problems related to data collection.</li> <li>Serve as a backup to other clinical trials as needed.</li> <li>Ensure compliance with CITI Human Subjects Training</li> </ul> <p style="text-align: center;"><b>ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</b></p>			
<b>JOB REQUIREMENTS</b>			
Education	Minimum	Bachelor's Degree	
	Preferred	Bachelor's Degree in a science related field	
Work Experience	Minimum		
	Preferred		
Licenses & Certifications	Minimum		
	Preferred	Certified Ophthalmic Assistant (COA, COT)	
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>Ability to work effectively as part of a high performance team</li> <li>Keen and accurate attention to detail</li> <li>Demonstrated ability of working in an electronic medical record</li> <li>Demonstrated computer skills, including Microsoft Word, Excel, Outlook</li> <li>Strong communication and interpersonal skills</li> <li>Ability to work independently and exercise initiative</li> <li>Ability to multi-task and manage a variety of study projects simultaneously</li> </ul>		
<b>AGE SPECIFIC COMPETENCY (Clinical jobs only)</b>			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
<b>Instructions:</b> Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	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)
<b>JOB FUNCTIONS</b>			
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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<b>PHYSICAL REQUIREMENTS</b>			
<b>Indicate the appropriate physical requirements of this job in the course of a shift.</b> <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
<b>Physical Demand Level</b>	<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:			

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.