

UW HEALTH JOB DESCRIPTION

Tobacco Cessation Research Specialist

Job Code: 420046	FLSA Status: Non-Exempt	Mgt. Approval: A. Jones	Date: July 2021
Department: Population Health		HR Approval: J. Olson	Date: July 2021

JOB SUMMARY

Under the direction of UW Health Population Health leadership, the Tobacco Cessation Research Specialist is responsible for screening and enrolling patients identified as smokers in a tobacco cessation program and research study. The Tobacco Cessation Research Specialist will work collaboratively with patients to assess the best methodology for quitting smoking.

The individual in this role is expected to incorporate motivational interviewing and coaching along with understanding of research protocols and clinical workflows to support harm reduction and tobacco cessation. The Research Specialist maintains health and research documentation. This role serves as a liaison between UW Health and the UW Center for Tobacco Research and Interventions (CTRI). The position supports Community Health Improvement area of work in the Office of Population Health as well as other Population Health strategic initiatives.

MAJOR RESPONSIBILITIES

- Screens and refer patients for tobacco cessation and reduction treatments.
- Assists health care professionals, including various research staff, in the conduct of projects in an ethical and safe manner according to Good Clinical Practice (GCP), standard operating protocols (SOPs), Institutional Review Board (IRB) policies and procedures, and regulatory standards.
- Works with patient care providers to determine a patient's eligibility for cessation medications and other treatment resources.
- Assists the principal investigator(s) to design, develop, and obtain IRB approval. Implements and disseminates investigator-initiated research.
- Participate in study participant recruitment and data and/or biospecimen collection activities as needed. May interview and evaluate study participants to determine trial/project eligibility and disseminate information for enrollment on protocol once eligibility is confirmed.
- Assists in the coordination of data analysis and manuscript writing.
- Identifies, collects, tracks, and disseminates study enrollments and protocol information to the research staff. Maintains confidential materials and records. Documents study participation information in the electronic medical record and REDCap.
- Contacts identified patients who smoke to offer proactive outreach programs to both smokers willing to quit and those who are not ready to quit. Schedules research project study participants for tests and procedures according to protocol design and sets up qualification, initiation, and monitoring visits throughout the study, as needed.
- Schedules patient visits by serving as a conduit between UW Health and UW-CTRI.
- Engages patients by utilizing coaching and interviewing techniques designed to gather information, provide patient support, and establish referrals.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Healthcare, Social Sciences, Wellness, Public Health, Population Health, or related field. Four (4) years of relevant community health education/wellness experience may be considered in lieu of a degree in addition to the experience listed below.
	Preferred	
Work Experience	Minimum	Three (3) years of experience in community health education/wellness, population health, social work, counseling, or healthcare related activities

UW HEALTH JOB DESCRIPTION

	Preferred	Three (3) years of experience providing education in a healthcare setting
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Strong written and verbal communications skills • Telephone skill and etiquette • Motivational interview skills • Strong organizational skills • Knowledge of and ability to use computer-based programs such as Microsoft Office • Knowledge of and ability to effectively use an electronic medical record and population health related modules • Familiarity with or ability to learn medical terminology • Ability to demonstrate cultural sensitivity and work with a diverse patient and provider population • Excellent problem-solving skills with an ability to recognize, identify, and report problems to appropriate staff as required • Ability to work independently and exercise independent judgment • Ability to understand and communicate research protocol requirements to others.

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. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	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.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

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 docketts, 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
<input checked="" type="checkbox"/>	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#

UW HEALTH JOB DESCRIPTION

Other - list any other physical requirements or bona fide occupational qualifications not indicated above:	
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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.