



# DIVISION SCOPE OF SERVICE

<b>Division: CONTINENTAL</b>
<b>Classification: LICENSED RESEARCH COORDINATOR/ASSISTANT</b>
<b>Applicant Name:</b>

<p><b>Licensed Research Coordinator/Assistant:</b> The Licensed Research Coordinator/Assistant must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p>
<p><b>Definition of Care or Service:</b> The Licensed Research Coordinator/Assistant practices under the direction and supervision of the physician (who is involved as the primary or sub-investigator in a clinical research trial, will perform delegated tasks as ordered by the investigator to provide certain aspects of care to patients participating in clinical research trials). Scope of Service may include:</p> <ul style="list-style-type: none"> <li>• Demonstrates knowledge and skills to appropriately and effectively communicate and interact with patients, families, and visitors of all population groups maintaining cultural sensitivity and confidentiality.</li> <li>• Make patient rounds, apply the nursing process specific to the research study protocol (RN- assessment, planning, intervention, &amp; evaluation; LVN- data collection and focused assessment, participate in care planning and implementation, intervention, &amp; evaluation), perform patient teaching, discharge planning, and / or document in the patient medical record ( must be countersigned by physician within 24 hours).</li> <li>• Works in accordance with MHS policies, procedures, related laws, and regulations.</li> <li>• Demonstrates Clinical and Service excellence behaviors to include code of HCA Healthcare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.</li> </ul>
<p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>• Healthcare facilities patient care areas</li> </ul>
<p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>• Direct/indirect supervision by Facility Medical Staff physician <ul style="list-style-type: none"> <li>○ Indirect supervision by department director, site manager or designee</li> </ul> </li> <li>• The Research Assistant will secure a sponsoring/ supervising physician form for each physician they wish to provide.</li> </ul> <p><b>Evaluator:</b> Sponsoring physician/ supervising physician in conjunction with department director or designee</p> <p><b>Tier Level:</b> 3</p> <p><b>eSAF Access Required:</b> YES</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Associates degree or higher</li> <li>• RN or LVN License</li> <li>• American Heart Association or Red Cross health care provider BLS Certification</li> </ul> <p><b>NOTE:</b> Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p><b>State Requirements:</b></p> <ul style="list-style-type: none"> <li>• Maintain valid Registered Nurse or Licensed Vocational Nurse license in state of practice.</li> </ul>



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**Experience:**

- N/A

**Preferred Experience:**

- One year experience as a Research Assistant

**Competencies:**

The Licensed Research Coordinator/Assistant will demonstrate:

- Practices within scope of practice & always acts under the direct supervision of the physician and in collaboration with the Healthcare team
  - Collaboratively works with physicians and hospital staff to foster optimal patient outcomes
  - Serves as a resource on protocol issues
  - Perform, as needed, physician and staff in-services concerning the research study
- Accurately obtains the physician requested patient medical records for rounds using at least two patient identifiers:
  - Utilizes physician documentation, such as a rounding list, to confirm patient and their locations with the floor unit clerk or nurse.
  - Pulls and verifies correct patient charts using 2 patient identifiers (i.e. Name and Date of Birth)
  - Follows HIPAA policies and maintains security of patient medical records
- Possesses an advanced working knowledge of fundamentals to include:
  - Following universal precautions
  - Following MHS hazardous materials management guidelines found on MHS Central (Intranet)
  - Follows MHS guidelines for hand hygiene
- Effectively communicates any necessary information to physicians and team members
  - Adheres to the research protocol, particularly for safety evaluations
  - Notifies appropriate member of the team when immediate intervention or treatment is necessary
  - Adheres to the chain of command and reporting requirements as related to adverse events or other patient safety issues
- Conducts effective patient teaching as directed by the research physician.
  - Proper training to consent subjects into clinical studies (if applicable)
- Safely handles any patient laboratory specimens and/or supplies.
- Reviews records of research patients
- Monitors research protocols
- Assures timely completion of all study activity as per research physician request
- Conducts patient intake to include:
  - Patient history collection
  - Phlebotomy
  - Obtaining an ECG
  - Obtaining vital signs
  - Phone calls related to the research patient
  - Answering questions related to the clinical trial
  - Obtaining informed consent for the clinical trial
  - Dispensing/administering study medication
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE) when required
  - Required immunizations per Division requirements



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- Complies with Isolation precautions
- Maintains sterile field
- Complies with Isolation precautions

**References:**

References: Cairns, Carol. (2007). Solving the AHP Conundrum: How to Comply with HR Standards Related to Non-privileged Practitioners (Appendix C). HCPro, Inc.: Marblehead, MA.

Texas Board of Nursing License Verification: [https://www.bon.texas.gov/licensure\\_verification.asp](https://www.bon.texas.gov/licensure_verification.asp)

Nursing Compact States & Nurse Licensure: <https://www.travelnursing.com/what-is-travel-nursing/nursing-compact-states/>

Nursys: <https://www.nursys.com/LQC/LQCTerms.aspx>

**Document Control:**

- Created 1/17/2020

**Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

**Applicant Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_