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| **Job Title:** | Nurse Practitioner/Clinical Coordinator |
| **Reports To (Title):** | Site Manager |
| **Incumbent:** | TBD |
| **Location:** | Bronx, NY |
| **Start Date:** | July 2020 |

**POSITION SUMMARY**

The Bronx Prevention Center, part of ICAP at Columbia University, is a Clinical Research Site (CRS) within the NIH-funded AIDS Clinical Trials Unit at Columbia University. Located in a clinical office on East 158th Street in the Bronx, the site has over 18 years of experience conducting phase 1 and 2 and observational HIV prevention clinical trials.

The *Adult or Family Nurse Practitioner* will assist with grant-funded HIV prevention clinical research studies and grant-funded studies related to Covid-19 prevention and other prevention studies for a two-year period.

Under the direct supervision of the Site Manager and PI, the *Adult/Family Nurse Practitioner* will screen prospective participants for study eligibility and obtain informed consent; obtain medical histories and conduct physical examinations of all screened and enrolled study participants; prescribe study medications; administer infusion therapy; assess symptoms and medication side-effects; review laboratory results and assess reported adverse events related to study participation in HIV prevention clinical trial, addiction trials and COVID-19 prevention trials and oversee the study staff. The *Adult/Family Nurse Practitioner* will be responsible for the collection, documentation and completion of case report forms as per study protocols and study-specific procedures.

**MAJOR ACCOUNTABILITIES**

* Obtain medical histories, conduct physical examinations and assess symptoms of all screened and enrolled study participants in accordance with protocol requirements. (15%)
* Administer study product and perform other protocol-defined procedures including but not limited to intravenous infusions, injections, vital signs, rapid HIV testing and phlebotomy. (10%)
* Complete study-related case report forms and source documentation per protocol, review all screening laboratory results to determine participant study eligibility and assess and manage reported symptoms and other adverse events. (15%)
* Perform the consent process and obtain signed informed consent prior to initiating any protocol-defined procedures. (5%)
* Write and sign study specific prescription and corresponding New York State prescription for study drugs. (15%)
* Conduct study visits in the field and the mobile van unit. (10%)
* Participate in quality assurance activities in collaboration with the site’s Data Manager and the network’s Statistical and Data Management Center and maintain accurate, comprehensive study records and source documentation. (5%)
* Manage and oversee study staff on day-to-day activities of study implementation and administration. This includes clinical procedures per protocol and quality control and continuous quality improvement, ensuring site compliance with study protocols, all relevant procedures, policies and regulations. Understand and adhere to study protocols, and other appropriate regulations, procedures and policies. (15%)
* Maintain confidentiality of study participants and adhere to principles of Human Subjects Protection (HSP) and Good Clinical Laboratory Practice (GCLP). (5%)
* Perform other related duties as assigned. (5%)

**EDUCATION**

* Requires Master’s degree in Nursing and graduation from an accredited Nurse Practitioner program
* Current New York State NP and RN license

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS**

* At least two years of experience as either an Adult or Family Nurse Practitioner
* Current BLS or ACLS (or both) certification
* At least two years of research experience with clinical trials
* Infusion therapy experience
* Phlebotomy training and experience
* At least two years of experience supervising staff
* Demonstrated experience organizing and managing disparate work flows to meet organizational schedules and requirements
* Excellent clinical, oral, written and interpersonal skills
* Excellent computer skills and proficiency with Microsoft Office Suite
* Ability to work off shift hours (weekends and some evenings).

**EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS**

* Experience working with high risks populations for COVID 19
* Spanish language skills
* Experience in addiction medicine

**TRAVEL REQUIREMENTS**

* Occasional domestic travel to research training and meetings (1-2 times per year, approximately 3 days each)

The position is contingent upon availability of grant funding. Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status."