**LEVEL DEFINITION**

This level covers positions of employees who are responsible for the overall coordination of a program/study.

**TYPICAL RESPONSIBILITIES**

May include: providing overall coordination of program initiative; hiring, training, supervising, managing, disciplining and terminating research staff; coordinating and conducting monitoring visits to collaborative sites; determining and implementing effective participant recruitment strategies for the research projects; planning, budgeting and financial reporting of the research grant, authorizing payment of invoices; researching and purchasing equipment required for multiple clinical trials; developing reports; developing presentation and presenting findings.

**DECISION MAKING / LEVEL OF ACCOUNTABILITY**

Exercises considerable judgment to coordinate overall program/study.

Accountable for the success and operations of the program/study.

**SUPERVISION RECEIVED**

Receives administrative direction. Work is reviewed periodically for overall effectiveness.

**SUPERVISION EXERCISED**

Supervises the work of professional nurses, clerical, technical and housekeeping staff.

**MINIMUM QUALIFICATIONS**

Undergraduate degree in Nursing and Registered Nurse with BCCNP. Minimum of five years of nursing and three years of administrative experience.