

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: NURSING

Level C, Pay Grade 9

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 CRNBC. Minimum of five years of nursing and three years of administrative experience.