School of Medicine Clinical Research GSR: Job Description and Selection Criteria

Clinical GSR Duties: In general, the Clinical Research GSRs will assist with the safety and effectiveness of medication, devices, diagnostic products, and treatment regimens intended for human clinical trials. Each clinical GSR will be employed at 50%, or 20 hours per week during the academic year. Specifically, this position will provide support for UCR SOM Clinical and Biomedical faculty conducting clinical research studies and research studies involving clinical materials. The clinical GSR will:

- adhere to patient confidentiality (HIPPA) and data integrity, IRB Regulations, FDA guidelines, GCP and all of UCR Research SOPs
- adhere to Good Clinical Practices (GCP) in all duties inclusive of recruitment and enrollment of study participants
- read and understand the clinical protocols which they are supporting
- input clinical research data into electronic databases systems
- collect human clinical samples and complete initial processing
- use clinical equipment such as EEG in a clinical setting
- be able to lift items over 20 pounds, (Regulatory binders)
- act as resource for study participants by answering and explaining related procedures.
- provide consultation for faculty and their collaborators/trainees in experimental design and pragmatics of study implementation and sample collection/processing
- promote new clinical studies to clinical faculty

To complete these duties, clinical GSRs will be provided and expected to successfully complete additional training in specialized methods including

- CITI training and obtaining CITI Certification relevant for clinical research involving human subjects
- all training required to handle human samples
- the use of clinical equipment such as ECG machine
- training for database management, including REDCap
- training for IRB submissions

In addition, the Clinical GSR will be responsible for communication with SOM Clinical Research Administrator on a minimum weekly basis (a template will be provided for GSRs to complete and submit weekly). The communication will include a report of activities completed, including status of trainings attempted/completed, any updates and/or issues involved with the clinical studies that the Clinical GSR has been assigned to support. Timesheets will be provided each month to Clinical GSR for the reporting of hours worked, sick days and vacation days to the SOM Clinical Research Administrator per UCR policies. Requests for vacation days and time off for personal reasons should be submitted at least two weeks in advance to the SOM Clinical Research Administrator.

A mid-year performance progress report will be provided to each clinical GSR no later than January 30, with final performance evaluations will be conducted at the end of the appointment.

Clinical GSR Eligibility

Applicants must be a BMSC doctoral students in good standing who have advanced to candidacy for their doctoral degree (successfully passed their qualifying exam) and who are current in their ARPEs, and all University, SOM and Graduate Program required trainings. Applicants must be able to commit to a fiscal year (July 1-June 30) appointment as Clinical GSR.

Selection Criteria

Applicants will be evaluated and selected based on strong written and verbal communication skills demonstrated in their application, an interview, their BMSC graduate academic performance, and a letter of reference from the dissertation advisor addressing their analytical and creative thinking skills, attention to detail, their ability to keep detailed, accurate records and their written and verbal communication skills.