

**JOB DESCRIPTION**

<b>Job Title</b>	<b>Clinical Research Phlebotomist</b>
<b>Department</b>	Clinical Operations and Screening
<b>Specific Tasks</b>	<ul style="list-style-type: none"> <li>• Participate in the selection of subject's for clinical trials and conduct procedure on study.</li> <li>• Procurement of blood samples</li> <li>• Obtaining ECGs</li> <li>• Obtaining vital signs</li> <li>• Performing a subject interview</li> <li>• Processing of blood and urine samples as per protocol requirements</li> <li>• Documenting and packaging of study samples for shipment to the appropriate clinical diagnostic laboratory or analytical laboratory</li> <li>• Obtaining subject's Height, Weight, Elbow Breadth and Frame size</li> <li>• Performing urine and saliva screening for restricted substances</li> <li>• Study related tasks (such as Meals, Assembly, Check In procedures, or as needed.)</li> <li>• Provide administrative support as required, including but not limited to copying, numbering, binding and archival of project and supporting documentation</li> <li>• Monitor subjects during in-house confinement periods for protocol and SOP requirement (posture, meals, activity restrictions etc.)</li> <li>• Work with the Quality Assurance group in the development/revision and implementation of Standard Operating Procedures as required</li> <li>• Ensure compliance with appropriate SOP's, GCP and ICH guidelines</li> <li>• Participate in training sessions</li> <li>• Execute other duties as may be required</li> </ul>
<b>Reports to</b>	Clinical Operations Supervisor and/or Recruiting Screening Supervisor
<b>Communications</b>	To interact with physicians when necessary, Clinical Study Managers, and Supervisors.
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• 2 year Medical Technology Diploma, or equivalent</li> <li>• 2 - 4 years of recent phlebotomy and ECG experience</li> <li>• 0 – 1 years of experience in a basic laboratory setting</li> <li>• Very organized, detail-oriented and able to multi-task</li> <li>• Requires tact and discretion in dealing with and handling confidential information</li> <li>• Strong patient interaction skills, proven experience in dealing with patients in a calm and friendly manner</li> </ul>

This job description should not be constructed to imply that these requirements are the only duties, responsibilities and qualifications for this position. Employee may be required to follow any additional related instructions, acquire job skills and perform other related work if deemed necessary.