



USC University of
Southern California

Clinical Project Manager Job Description

JOB INFORMATION

Job Code:	135107
Job Title:	Clinical Project Manager
FLSA Status:	Exempt
Supervisory:	
Job Family:	Project Management
Job Family Group:	Administrative Support
Management Level:	5 Manager

JOB SUMMARY

Assists with formulating research objectives, contributes to design of research protocols, oversees clinical research trials, conducts quality assurance reviews. Diagnoses patient complaints and performs treatments according to established protocols or as prescribed by a physician. May develop course curriculum and teach students clinical topics. Manages staff, develops and manages budgets, participates in contract and grant administration.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Degree plus postgraduate certification/licensure in specialized clinical field.
X		Current BCLS certification.
X		Patient care and teaching experience.
X		Familiarity with JCAHO requirements.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in conducting clinical research trials.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists a principal investigator with formulating research objectives. Plans, organizes and schedules activities to meet objectives. Develops and implements operating policies, procedures and systems to support planned operations. Ensures these are well-documented and communicated to project personnel.				
Contributes to the design of research protocols. Evaluates, recommends and implements procedures for data acquisition, management and quality control. Evaluates and recommends statistical methods for data analysis and monitors and interprets results of analysis. Prepares technical reports and papers on study plans, progress and results of research activities.				
Oversees clinical trials, ensuring adherence to protocols.				
Conducts quality assurance reviews of research protocols. Monitors and cites violations and submits regular reports.				
Diagnoses patient complaints and treats patients according to established protocols or as prescribed by a supervising physician using routine therapeutic procedures.				
Identifies patients' educational needs and provides health-related information to enhance patients' understanding of medical condition and related treatments. Assists in teaching procedures.				
Oversees activities of quality assurance programs for patient care provided by unit.				
Ensures safety of self, co-workers and patients by strict adherence to departmental safety procedures. Checks and tests equipment in accordance with established safety protocols.				
Ensures staff competency and compliance with standards and guidelines promulgated by accrediting and regulatory agencies. Participates in preparation for inspection by such agencies.				
Develops course curriculum, establishes class schedules and teaches courses in specialized, clinical field. Monitors and evaluates student progress. Acts as mentor to students. Maintains accreditation standards; prepares accreditation self-study manual.				
Teaches students clinical topics such as patient evaluation, treatments, indications or contraindications for surgery, management of patient conditions, techniques for fitting corrective or supportive devices, etc.				
Directly or indirectly manages staff assigned to project. Plans and staffs project operations based on proposed research activities and timelines. Includes negotiation and oversight of subcontracted services as necessary. Makes hiring, promotional and and salary decisions in accordance with University policy. Provides training and technical supervision to staff. Motivates and monitors the progress of work performed by project staff to include senior technical personnel. Assesses need for and follows through with disciplinary action.				
Develops and manages budgets to satisfy university and funding agency requirements. Authorizes expenditures. Directs the reconciliation of accounts and preparation of financial reports.				
Participates in contract and grant administration. Establishes budgets and monitors and reports on expenses. Interacts with university contract administrators and agency representatives to provide information, resolve questions or problems and coordinate on-site visits.				
Establishes and maintains an active network of professional contacts. Remains informed of the current status of completed and ongoing research in related areas. Actively participates in professionally sponsored meetings, seminars and symposia as a representative of the project and the University.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.