

JOB TITLE PRN Paramedic

REPORTS TO Technical Services Supervisor

SUMMARY

A PRN Paramedic oversees study procedures, performs study procedures, and provides medical coverage as needed while subjects are in-house. He/she performs technical, laboratory, and administrative tasks following CEDRA Clinical Research procedures and study protocol requirements.

DUTIES AND RESPONSIBILITIES

A PRN Paramedic's responsibilities include, but are not limited to, the following:

- Always represents CEDRA Clinical Research (CCR) in a professional manner (verbal written and in appearance) when interacting with Sponsors, subjects, outside vendors and fellow employees.
- Under the direction of the Medical Director's standing orders, functions as CCR's medical coverage in case of an emergency for subjects visiting CCR.
- Oversees all study procedures to ensure that they are performed on-time, following both the study protocol and CCR procedures.
- Acts as the primary contact for subjects while in-house when the Coordinator is not available.
- Documents all adverse events reported and observed per CCR or protocol requirements while subjects are in-house.
- Contacts the Medical Director, Coordinator, and/or Principal Investigator as needed.
- Indirectly supervises technical and laboratory staff in the absence of a Full-Time Supervisor.
- Performs phlebotomy on subjects as needed at timed intervals.
- Once trained, performs the following procedures per CCR guidelines and study protocol requirements:
 - Vital signs
 - ECGs
 - Serves meals/snacks
 - Collects and processes lab samples (blood, urine, and other body fluids)
 - Searches subjects and their belonging when entering and leaving the facility
 - Performs skin testing for allergens
 - Inserts IV catheters
 - Dispenses concomitant medications as needed and directed by the Principal Investigator.
- Performs study specific procedures and duties per protocol requirements.
- Restocks supplies.
- Assists in training PRN staff and new Full-Time staff.
- Performs administrative work as needed (copying, filing, filling in CRFs, etc.).
- Ensures that procedures run smoothly and procedure areas are kept clean and uncluttered.
- Performs procedures and dispose of contaminated supplies according to OSHA requirements.
- Sets up and breaks down procedure areas as needed.

- Responsible for requesting, scheduling, and attending any training required for this position.

EDUCATION AND EXPERIENCE

Required Education: Current Paramedic certification / licensure; current ACLS Certification.

Preferred Experience: At least 1 year of experience as a paramedic, performing at the ALS skill level. Clinical research experience