
EMT-B, EMT-I, EMT-A

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

Original Date: 28FEB2020

Revision Date: 18Sep2020

Job Summary:

As an EMT-B, EMT-I, or EMT-A you will assist in the execution of clinical trials according to specific study protocol. This may include such duties as, but not limited to, performing Read Rebreathing procedures, collecting data points, and overall observation and monitoring of respiratory status and keeping the Principle Investigator of the study informed with emphasis on the safety and welfare of study participants. Performs the practical activities of clinical studies according to protocol, regulatory requirements, SOPs, scope of practice and current training status.

Essential Duties and Responsibilities:

- Perform Read Rebreathing Procedure
- Collect Data points
- Monitor respiratory status and keep PI informed.
- Operate procedure software
- Obtains and accurately documents structured subject medical, surgical and medication history
- Records subject Adverse Events with proper escalation to medical or Charge Staff for evaluation and treatment as warranted.
- Performs additional task list items as delegated and supervised by Charge Staff.
- Reviews Study Specific Trainings and applicable protocols for a thorough understanding of the study procedures, as they apply to their role and ensures that Delegation of Authority/Training Log for each study is completed in a proper and timely manner.
- Keeps abreast of SOPs, Good Clinical Practice (GCP) and ICH guidelines, state and national laws and ethical standards.
- Observes and maintains all HIPAA, OSHA, and Exposure Control regulations and Emergency Response as required by applicable training.
- Creates and maintains accurate records of all protocol activities and events, as delegated and trained.

- Follows progress of volunteers and provides for their care, comfort and safety by attending to their needs during study participation.
- Participates in quality assurance of clinical research projects and initiates the need for same as it impacts on clinical practice

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications:

- Ability to read, write, and interpret the English language.
- A strong ability to meet deadlines.
- A strong ability to multitask and prioritize.
- Strong written and verbal communication skills.
- Ability to follow detailed procedures
- Basic computer skills
- Dependable

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
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Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- EMT-B, EMT-I, EMT-A degree and licensure
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 - BLS required, ACLS preferred
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Date

Employee Signature