

## **NOC Shift Supervisor/Charge Nurse**

### **Job Summary:**

Responsible for Supervising the 3<sup>rd</sup> shift team, and overseeing daily clinical operations on our clinical study floor and ensuring all studies are conducted according to study protocols and Spaulding Clinical SOP's. Works closely with Clinical Research Coordinators, to ensure studies are conducted according to study specific operational plans. Coordinates, organizes, monitors and delegates daily activities of Clinical Staff assigned to study floor events, ensures adherence to policies and procedures and provides leadership and professionalism in clinical problem solving.

### **Essential Duties and Responsibilities:**

- Maintains calm, professional atmosphere on study floor, leading by example with professional resolution of conflict and appropriate delegation.
- Assigns duties to employees and oversee their progress. Ensures all task lists are completed properly and timely.
- Train and integrate new employees, provide guidance and feedback to employees when needed.
- Records subjects Adverse Events with proper documentation and treatment as warranted and escalates to medical personnel or CRC's as appropriate.
- Mentors, trains, and supervises clinical staff in order to promote growth of each individual, whether in job progression, or mastering a set of skills.
- Ensures all shift duties are completed according to Charge Checklist or equivalent, including completion of all applicable logs and metrics.
  
- Escalates study related issues to Clinical Research Coordinators with urgency if needed. Communicates all other issues as warranted with Clinical Operations Manager, Principal Investigator, Pharmacist, and/or IT.
- Works with colleagues to achieve departmental goals as delegated.
- Maintains knowledge of company goals to assist all floor staff in their development and engagement.
- Accepts accountability to lead the clinical team with the highest level of professionalism and communication strategies.
- Collaborates with HR on the interviewing and hiring for the 3<sup>rd</sup> shift team
- Participates in leadership training classes offered by Spaulding Clinical.
- Holds 1:1 meetings with team members, biannual appraisals, etc.
- Reviews and approves timecards to ensure payroll is completed timely and accurately.

### **Education and Experience:**

- LPN/RN Licensed in WI, required
- Prior nursing experience required, and prior leadership experience a plus
- CPR certification required within one year of hire or promotion date
- ACLS certification required within one year of hire or promotion date

### **Who We Are:**

**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.