

## **Montgomery County Hospital District Job Description**

**Job Title:** Research Coordinator  
**Department:** Office of the Medical Director  
**Reports To:** Assistant EMS Director  
**FLSA Status:** Non Exempt

### **SUMMARY**

The Research Coordinator is responsible for coordinating all research involving MCHD. In addition they are responsible for coordinating all research reviews related to establishing the standards of care we operate by.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Seek and obtain Institutional Review Board approval as needed. Insure completion of all elements required related to this process.

Interface with investigators and sponsoring agencies regarding collaborative research projects.

Oversee evaluation of all medical and care related products being considered for use by MCHD.

Within the Office of the Medical Director, responsible for coordination, maintenance, and oversight of the Clinical Guidelines.

With the Data Analyst, analyze system performance related to Clinical Guidelines.

Support the Product Evaluation Committee in evaluating new equipment and make recommendations on continued use of equipment and supplies.

Be a resource for the EMS Field Staff and leadership regarding new ideas, projects, and protocols.

Monitor the national standard of care for applicable improvements.

Other duties as necessary that are reasonably consistent with the above.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Experience in root cause analysis, error reduction strategies, and process management.

### **EDUCATION and/or EXPERIENCE**

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. Specialized training or experience in medical / scientific research related to pre-hospital care is required.

### **COMPUTER SKILLS**

Proficient word processing, database, and spreadsheet skills required. Basic Email and internet skills required. Comprehensive understanding of medical databases and data reporting and analysis is required.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Experience authoring professional or academic publications preferred.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **INTERPERSONAL**

Demonstrates effective leadership, human resource development, customer service, and project management skills. Documentation of Conflict Resolution and Diversity Training preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current Texas Drivers License required. Experience in the health care field, preferably in prehospital care. Remain insurable by the current insurance vendor of MCHD. CPHQ (or similar) and Six Sigma (or similar) training preferred.

### **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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, walk, sit, and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Employee will be required to drive fleet vehicle long and short distances.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally

exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is usually moderate.