



Position Title: Clinical Research Analyst - 9177
Department: Gynecologic Oncology
Division: Surgery
Reports to: Manager, Clinical Protocol Administration

MISSION STATEMENT

The mission of The University of Texas M. D. Anderson Cancer Center is to eliminate cancer in Texas, the nation, and the world through outstanding programs that integrate patient care, research and prevention, and through education for undergraduate and graduate students, trainees, professionals, employees and the public.

SUMMARY

The primary purpose of the Clinical Research Analyst is to provide strategic planning and administration of payment monitoring for research studies sponsored by private industry, foundations, and federal agencies for the Department of Gynecologic Oncology.

SCOPE:

Responsible for the financial management and oversight of all research protocol contracts. Assists faculty and Principal Investigators with the development and negotiation of financially appropriate contracts and budgets for research protocols and in determining standard of care and research charges. Collaborates with the Manager, Clinical Protocol Administration, research nurses, faculty, and Principal Investigators in identifying payment milestones associate with research contracts. Assists faculty and departmental personnel in reviewing award set-ups and payments for accuracy. Coordinates revision of payment allocations with Grants and Contracts and/or Clinical Research Administration, as needed. Works closely with Manager, Clinical Protocol Administration in identifying and designating funds for research nurse salaries supporting research studies. Collects financial data, analyzes charge cost and collection data for patients participating in federally sponsored clinical trials. Performs monthly audits of active contracts to validate and improve cost model.

CORE VALUES

Caring Behaviors

- **Courtesy:** Is respectful and courteous to each other at all times
- **Friendliness/Teamwork:** Promotes and rewards teamwork and inclusiveness; Is sensitive to the concerns of our patients and our co-workers

Integrity Behaviors

- **Reliability:** Communicates frequently, honestly and openly
- **Accountability:** Holds self and others accountable for practicing our values
- **Safety:** Notices a safety concern and brings it to someone's attention; Models safe behaviors (wears badge, washes hands, keeps work area clean and orderly)

Discovery Behaviors

- Responsiveness: By his/her actions, creates an environment of trust; Encourages learning, creativity and new ideas
- Personal Leadership/Self-Initiative: Helps others to identify and solve problems; Seeks personal growth and enables others to do so

KEY FUNCTIONS

Function #1: Research Protocol Contract Development

Assists faculty and Principal Investigators with the development and negotiation of financially appropriate contracts and budgets for research protocols and in determining standard of care and research charges. Collaborates with the Manager, Clinical Protocol Administration, research nurses, faculty, and Principal Investigators in identifying payment milestones associate with research contracts. Communicates with Clinical Research Administration, M. D. Anderson officials, private industry, foundations and federal agencies to establish contracts, negotiate budgets and facilitate the creation and approval of contracts for research studies.

Function #2: Research Protocol Contract Management

Responsible for the financial management and oversight of all research protocol contracts. Maintains complete files of all research contracts, approved budgets, amendments, and all supporting documents related to approved and funded research protocol contracts. Utilizes electronic spreadsheet or database to track the status of all research protocol contracts, funds allocated for research support, available funds for salary support, and milestones required. Advises Manager, Clinical Protocol Administration and Surgery Department Administrator of status of ongoing and proposed contracts.

Function #3: Contract/Financial Advise ment

Assists faculty and departmental personnel in reviewing award set-ups and payments for accuracy. Coordinates revision of payment allocations with Grants and Contracts and/or Clinical Research Administration, as needed. Works closely with Manager, Clinical Protocol Administration in identifying and designating funds for research nurse salaries supporting research studies.

Function #4: Data Collection & Management

Collects financial data, analyzes charge cost and collection data for patients participating in federally sponsored clinical trials. Performs monthly audits of active contracts to validate and improve cost model.

Function #5: Other Duties

Performs other duties as assigned.

CORE COMPETENCIES

- IC – Analytical Thinking:
 - Gather relevant information systematically;
 - Break down problems into simple components; and
 - Make sound decisions.
- IC – Build Relationships:
 - Initiate, develop, and manage relationships and networks; and
 - Show sincere interest in others and their concerns.
- IC – Innovative Thinking:
 - Approach problems with curiosity and open-mindedness; and
 - Offer new ideas, solutions and/or options.
- IC – Written Communication:

- Convey information clearly and concisely through formal and informal documents;
- Adapt writing style to fit the audience.
- IC – Technical/Functional Expertise:
 - Demonstrate technical proficiency required to do the job;
 - Possess up-to-date knowledge in the profession;
 - Provide technical expertise to others.
- IC – Business Acumen:
 - Understand the impact of the job within the institution;
 - Have and use cross-functional knowledge to understand interdepartmental connections.
- IC – Strategic Thinking:
 - Define strategic goals and issues clearly;
 - Apply broad knowledge and experience when addressing strategic issues;
 - Foresee obstacles and opportunities relating to change or improvement.

EDUCATION

Required: Bachelor’s Degree

Preferred: Master’s Degree

LICENSE/CERTIFICATION

Required: N/A

Preferred: N/A

EXPERIENCE

Required: Two years of research administration experience in research accounting or payment monitoring in a scientific or academic setting. May substitute required education degree with additional years of equivalent experience on a one to one basis.

Preferred: Three years of research administration experience in research accounting or payment monitoring in a scientific or academic setting. Working knowledge and experience with clinical research protocols, budgets and contract management/negotiation.

WORKING CONDITIONS

This position requires:

Working in Office Environment	_____ No	___ X ___ Yes
Working in Patient Care Unit (e.g. Nursing unit; outpatient clinic)	___ X ___ No	_____ Yes
Exposure to human/animal blood, body fluids, or tissues	___ X ___ No	_____ Yes
Exposure to harmful chemicals	___ X ___ No	_____ Yes
Exposure to radiation	___ X ___ No	_____ Yes
Exposure to animals	___ X ___ No	_____ Yes

PHYSICAL DEMANDS

Indicate the time required to do each of the following physical demands:

	Time Spent			
	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Standing		X		
Walking		X		
Sitting			X	
Reaching		X		
Lifting/Carrying				
Up to 10 lbs			X	
10lbs to 50 lbs		X		
More than 50 lbs	X			
Pushing/Pulling				
Up to 10 lbs			X	
10lbs to 50 lbs			X	
More than 50 lbs		X		
Use computer/keyboard			X	

7/27/09
KWILLIS