

**Harris Methodist Southlake Center for Diagnostics & Surgery  
Clinical Research Coordinator Function Statement of  
Staff Duties and Responsibilities**

NAME OF STAFF MEMBER	SERVICE LINE
PRIMARY SUPERVISOR	

**Request for Research Staff Member Privileges**

The Function Statement is specific to the duties and responsibilities of each member of the research team.

- This form will be completed only once for each staff member.
- The primary supervisor authorizes the staff member to perform certain duties on a regular and ongoing basis under his or her supervision.
- This form must be amended if there are any changes in duties.
- This form must be reviewed by the primary supervisor and the research applicant for accuracy and amended as needed.

**Important Note:**

This form is to be used by research staff that do not require clinical privileging for conduct of their duties and do not perform any clinical activity that requires supervision by their Professional Standards board. Any research staff member who must exercise independent clinical judgment or perform procedures that would require clinical privileges as part of his/her research duties must have appropriate clinical privileges granted by the medical center.

<b>Routine Research Duties: Please check the requested research privileges below.</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Initiate submission of regulatory documents to the IRB committee and sponsor</li> <li><input type="checkbox"/> Prepare study initiation documents and activities</li> <li><input type="checkbox"/> Develop recruitment methods to be utilized for the study</li> <li><input type="checkbox"/> Screen patients to determine study eligibility by reviewing patient medical information or interviewing subjects</li> <li><input type="checkbox"/> Access or use private medical information while maintaining patient confidentiality</li> <li><input type="checkbox"/> Participate in the informed consent process and obtain informed consent from research subjects</li> <li><input type="checkbox"/> Maintain completed case report forms and source documents including progress notes, test results, diaries/cards or other necessary information for the study</li> <li><input type="checkbox"/> Provide education to patients, relatives and Medical Center staff on study activities as necessary per protocol</li> <li><input type="checkbox"/> Provide education and instruction of study medication use, administration, storage, and side effects; report adverse drug effects</li> <li><input type="checkbox"/> Initiate and/or expedite requests for consultation, special tests, or studies following the Investigator's approval</li> </ul>

**MISCELLANEOUS DUTIES (if applicable):**

The Research Staff Member named above is authorized to perform the following miscellaneous duties not otherwise specified in this Function Statement:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I certify that I will perform only the duties listed and approved above while participating in Human Subjects Research. If I perform research duties that require me to exercise independent clinical judgment or perform procedures or other actions that require clinical privileges at Harris Methodist Southlake Center for Diagnostics & Surgery, I will first obtain clinical privileges before I participate in any such activities.

\_\_\_\_\_  
Research Applicant Signature

\_\_\_\_\_  
Date

**PRIMARY SUPERVISOR'S STATEMENT:**

After reviewing \_\_\_\_\_ qualifications, research practice involving human subjects, peer reviews, and individual skills, I certify that he/she possesses the skills to safely perform the aforementioned duties. Both the research staff member and I are familiar with all duties granted or not granted in this Function Statement. We agree to abide by the parameters of this Function statement, and all-applicable hospital policies and regulations.

This Function Statement will be reviewed every two years and amended as necessary to reflect changes in the research staff member's duties/ responsibilities and/or HMSCDS hospital policies.

\_\_\_\_\_  
Primary Supervisor/Principal Investigator

\_\_\_\_\_  
Date