



## INTERNSHIP DESCRIPTION

### Clinical Research Intern

**Reports to:** Clinical Research Coordinator

**Directly Supervises:** This position does not have direct reports

**Expectation for all IACT Team Members:** To support the organization's passionate cause, vision, and FUNDamentals by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, accountability, and ownership.

**Position Purpose:** The Clinical Research Intern is responsible for learning the basics of a clinical research trial. The goal of this program is to introduce students to the concepts of, the lifecycle of, and the execution of clinical trials in medicine.

#### Essential Responsibilities:

- Archive trials based on policies and procedures outlined in audit protocol (30% of internship time)
- IACT Health Company orientation
- HIPPA Training
- Formal GCP (Good Clinical Practice) training
- Shadow a Patient Outreach Specialist
- Shadow a Patient Qualification Specialist
- Shadow a Clinical Research Coordinator
- Attend trial Feasibility meetings
- Perform specific protocol procedures such as interviewing subjects and taking vital signs
- Meet with various departments to fully understand the lifecycle of a clinical trial
- Write literature reviews
- Conduct follow-up and testimonial interviews
- Attend regularly scheduled FUNDamental staff meetings, L10 Department meetings, and other staff meetings and events for IACT Health
- Perform special projects as they become available
- Other duties and responsibilities as assigned

**Education:** *Appropriate education and/or experience may be substituted on equivalent basis*

**Required:** HS/GED

**Knowledge, Skills, & Abilities:**

Currently in a course of study related to medical research. Ability to maintain professionalism and professional standards. Must have a sense of urgency. Set priorities. Identify and resolve problems effectively and efficiently. Excellent communication and organizational skills for managing workflow and follow-up. Ability to demonstrate reliability and maintain confidentiality. Possess temperament and emotional intelligence for dealing with others professionally. Must have a “do-what-it-takes” attitude. Excellent speaking skills to communicate clearly and effectively with patients, physicians, industry professionals, and others in person or over the phone.

**Background Checks:**

Background and criminal history check  
Drug Screen  
Others as needed

**Physical Demands:**

**Manual Dexterity:** Work requires moderate speed and accuracy, excellent keyboarding skill for computer use.

**Physical Effort:** Work requires considerable variety of fairly steady active physical exertion. Some and/or continuous standing or walking. Some lifting of items less than 20 lbs.

**Working Conditions:** Potential for early morning and/or late-night responsibility

**Hazards:** Potential exposure to blood and body fluid exposures. Bloodborne Pathogens will be obtained from educational institute prior to exposure to any patient visits.