Research Coordinator/ Assistant
Delineation of Privileges

Name: _____
(Please print)

_____ Initial privileges (initial appointment)
_____ Renewal of privileges *(reappointment, on 2 year specialty cycles)*
_____ Modification of privileges *(request for any additional privileges beyond those previously granted)*

Basic Education: Varied Based on Requested Privileges

Clinical Privileges are defined by the following levels. Additional qualifications will apply to the level of privileges requested.

- Level I - Clerical with some clinical; some patient contact under supervision of Physician
- Level II - Clerical with some clinical; some patient contact under supervision of Physician
- Level III - Patient contact with basic medical interventions
- Level IV - Patient contact with acute/critical care interventions
- Level V - Senior Research Coordinator

BLS Recommended.

Level I - Clerical with some clinical; some patient contact under supervision of Physician

PRIVILEGES	REQUESTED
Upon written order of the supervising physician, initiate a study protocol, perform basic medical interventions as related to research protocol, as noted by DOA 1. Perform administrative and clerical duties, manage files and records, design forms, and other office procedures as required. 2. Assist in Institutional Review Board (IRB) requirements for all studies. 3. Maintains up-to-date records on research protocol patients. Assist with Scheduling and prepare patients for research visit. 4. Collect routine laboratory specimens per study protocol or as directed by provider based on licensure and scope of practice as well as packaging and shipping of labs drawn. 5. Coordinate with other departments (i.e.: radiology, pathology, surgery, clinical laboratory) for the pick-up of research specimens/scans housed in that area for processing and shipment per study guidelines, under supervision 6. Observe and report patients' signs or symptoms based on licensure and scope of practice. 7. Assist with patient examinations based on licensure and scope of practice. 8. Operate office medical equipment based on licensure and scope of practice.	

9. Assist in maintaining studies, databases (EDC, registries, etc.) and data entry. Resolve queries under supervision. 10. Maintains all filing for Research Department. 11. Copies/faxes/mails documents as required. 12. Assist in preparing for research audits/site visits by gathering necessary charts, images, regulatory binders, and securing a room for the visit as needed. 13. Interactions may include explaining to patients and families the purpose and function of the clinical trial, determining, aner informing patient/family of the trial elements, if the patient qualifies for the trial ill question and if the patient might be willing and or capable of consenting to participate in the trial.. 14. Ability to work in a typical office setting with some stressful situations, personal flexibility; moderate sitting, stooping, bending, and moderate work at word processing screen required. 15. Coordinate with pharmacy department for the dispensation / pick-up of research investigational medications as per protocol. These interventions may include administration of oral study or study standard of care medications, drawing venous blood samples or obtaining other minimally invasive study samples from the patient.	

Level II - Clerical with some clinical; some patient contact under supervision of Physician

PRIVILEGES Includes all privileges outlined in Level I plus the following:	REQUESTED
Interact with patients identified and as directed by more senior members of the research team. Interactions may include explaining to patients and families the purpose and function of the clinical trial, determining, aner informing patient/family of the trial elements, if the patient qualifies for the trial ill question and if the patient might be willing and or capable of consenting to participate in the trial.	
Under the supervision of the supervising physician, initiate the study enrollment process. NO INDEPENDENT MEDICAL INTERVENTIONS ARE PERMITTED.	

Level III - Patient Contact with basic medical interventions:
Requires a license to practice as an RN in the State of Tennessee:

PRIVILEGES Includes all privileges outlined in Levels I and II plus the following:	**REQUESTED**
Upon written order of the supervising physician, initiate a study protocol, perform basic medical interventions as related to research protocol. These interventions may include administration of oral study or study standard of care medications, drawing venous blood samples or obtaining other minimally invasive study samples from the patient.	

Level IV - Patient Contact with acute/critical care.
Requires license to practice as an RN or higher in the State of Tennessee.
Clinical patient setting includes intensive care and emergency:

PRIVILEGES Includes all privileges outlined in Levels I, II, and III plus the following:	**REOUESTED**
Acute/critical care nursing intervention in a rapid timely manner without negatively affecting patient clinical standards of care in an acute/critical care environment.	

Level V – Senior/Chief Research Coordinator.
Requires license to practice as an RN or higher in the State of Tennessee. Clinical patient setting includes intensive care and emergency:

PRIVILEGES – CLINICAL Includes all privileges outlined in Levels I, II, III, and IV plus the following:	**REQUESTED**
Acute/critical care nursing intervention in a rapid timely manner without negatively affecting patient clinical standards of care in acute/critical care environment	

Request for Privileges Not Listed *(please list the privilege and provide justification as well as any accompanying certifications or case logs)*

_____

_____

Department Chief Recommendation:
I have reviewed the requested clinical privileges and supportive documentation for the above-named applicant.

____ Recommended as Requested

____ Recommended with Modifications (See comments below)

____ Not Recommended (See comments below)

Chief Comments: _____

_____ _____
Research Assistant Signature Date

_____ _____
Supervising Physician
(Must be an active member of the Medical Staff) Date

_____ _____
Chief Signature Date

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