

### **LICENSED NURSE POSITION**

We are looking for an immediate hire of a Licensed Nurse at FDI Clinical Research in San Juan, Puerto Rico to implement the protocols for data and specimen (blood and urine) collection for the NIH-funded PROSPECT project, an island-wide observational study of cardiovascular risk factors among adults in Puerto Rico. The project and the position will be supervised by Dr. Josiemer Mattei at Harvard University's TH Chan School of Public Health and Dr. Jose F. Rodriguez-Orengo and project coordinators at FDI Clinical Research. Under supervision, the Licensed Nurse will conduct data and biospecimen collection according to protocol, perform clinical measurements, collect and check data, and report on study progress from the field. The Licensed Nurse will work at various sites across Puerto Rico (so current residence can be anywhere in the island including Vieques/Culebra) and with a team of investigators in Boston, Puerto Rico, and other US sites.

### **DUTIES AND RESPONSIBILITIES:**

- Collect information from participants through clinical measurements, biospecimen sampling, questionnaires, or other research methods, following strict protocols, at clinical sites throughout regions of the island (car needed, transportation costs covered);
- Record and/or code data according to established protocols (both in electronic database and on paper);
- Ensure proper handling and delivery of collected biospecimens, following protocol;
- Performs quality control checks on data, and study materials;
- Make periodic reports of project status to supervisors or other research team personnel;
- Inform supervisors or other research team personnel of key project matters, including adverse events;
- Assist with preparation and dissemination of regular program communications, including progress reports, documents for publication and/or presentation, website content, newsletters for participants, community partners reports, etc;
- Attend regular staff meetings and trainings onsite, offsite, and online;
- Other study-related tasks as they become necessary.

### **REQUIREMENTS:**

- Have completed a Bachelor of Science Degree in Nursing (BSN) from an accredited higher education institution.
- Previous experience in venipuncture/phlebotomy.
- One or more years of related work experience in clinical research or health research study; a combination of experience and education will be considered.
- Possess a professional nurse license issued by Puerto Rico's Nurse Examining Board.
- Must be fully fluent in English and Spanish.
- Excellent organizational skills and attention to detail, and ability to follow detailed protocols.
- Excellent interpersonal skills; ability to reliably work independently as well as part of a team.
- Strong communication skills.
- Proficient with computer systems and software (Microsoft Word, Excel, PowerPoint); experience with electronic data capturing system and/or databases is desired).
- Ability to travel within the island regularly as needed (i.e. car needed, transportation costs covered).
- Must pass Human Subjects Research certifications
- References will be requested.

**Time status:** Must have availability in the mornings. A 1 year commitment in a part-time position of 25 hours/week minimum is strongly preferred. This is a grant-funded position with possibility for extension.

**Please email resume/CV and copy of valid nursing license to Dr. Sigrid Mendoza ([smendoza@fdipr.com](mailto:smendoza@fdipr.com)) and Amelia Zhang-Gross ([azhang@hsph.harvard.edu](mailto:azhang@hsph.harvard.edu))**