

**Position: Clinical Research Assistant (Phlebotomy)**Position Summary

Sedia Biosciences is currently looking to hire a part-time clinical research assistant with phlebotomy skills to join our Clinical Research team. This position will start as part-time but can lead to a full-time job over time for those interested.

The clinical research assistant will provide adult phlebotomy services to research subjects participating in Sedia's clinical trials. Sedia's clinical research assistant will assist the Clinical Research Manager with specimen collection, handling, processing, packaging, transporting, and tracking. They will also help with other clinical trial activities and procedures. Sedia Biosciences Corporation offers a flexible schedule for this position!!!

This position performs tasks that involve exposure to blood, body fluids and/or tissues. All employees performing these duties are offered the opportunity to receive the Hepatitis-B vaccination series at no charge.

- Regularly exposed to infection by handling potentially infectious samples.

FLSA Status: Non-Exempt (Hourly)

Work Days: M-F

Work Hours: Flexible schedule during normal working hours (8 am- 5:30 pm)

Reports to: Clinical Research Manager

Duties and Responsibilities

- Learns, follows, and maintains thorough familiarity and compliance with all internal Company procedures and all state and federal regulations, including FDA-approved Standard Operating Procedure Manual, and Occupational Safety and Health Administration (OSHA)
- Performs venipuncture and capillary collections in a professional manner and with minimal discomfort to our research participants
- Ensures proper cleaning of equipment and work areas between participants
- Ensures donor/participant confidentiality
- Handles, collects, and packages research specimens per standard procedures, study protocols and clinical research procedures
- Follows clinical research procedures for proper participant identification and specimen labeling
- Performs data entry of research participant information in an accurate and timely manner
- Communicates appropriate information to the Clinical Research Manager regarding specimen collections
- Reports concerns and/or all unsafe situations to Clinical Research Manager
- Maintains specimen integrity
- Maintains specimen tracking log
- Able to troubleshoot problems with ease
- Provides support with other clinical trial activities and procedures
- Must be able to operate in a Bio Safety Level 2 Laboratory with blood-borne pathogens with training provided.

Minimum Requirements and Qualifications

- High School Diploma or equivalent required
- Phlebotomy skills are required; must have previous work experience with phlebotomy or the successful completion of a phlebotomy training course that included an externship
  - Phlebotomy certification from an accredited agency is preferred

- Licenses/Certifications: CPR/BLS (Basic Life Support),
  - Employer can provide financial assistance for this certification
- Complete HIPAA Privacy Training upon hire
- Good written and oral communication skills; good ability to communicate easily not only with other company employees, but outside parties including IRBs, physicians and/or their staff, CROs and clinical site personnel
- Familiarity with MS Word, Excel required, and MS Outlook preferred
- Excellent attention to detail, time management and organization skills
- Self-starter, able to take initiative requiring only general strategy and supervisory oversight
- Performs well under pressure and can meet deadlines
- Prior clinical research experience is considered a plus, but not required
- Willing to learn clinical research regulatory requirements (i.e., Good Clinical Practice (GCP), International Conference on Harmonization (ICH) guidelines, and FDA regulations)
- Familiarity with Outlook and database management desirable
- Required to wear Personal Protective Equipment (PPE) as specified by OSHA and Company procedures
- Must be authorized to work in the U.S.
- Have a U.S. driver's license and reliable transportation

Position Title and Compensation Package dependent on experience. Benefits include paid medical, dental and vision insurance for Full Time Regular Employees (i.e. who regularly work 30 or more hours per week). All Full and Part-Time Regular Employees are eligible for paid time off (PTO).

#### **APPLICATION INSTRUCTIONS**

**Please read carefully. We consider attention to detail an important qualification for new hires. Improperly prepared or submitted applications may be delayed in routing to the appropriate hiring manager or may not be considered.**

Only candidates who apply with a resume and cover letter by email or U.S. mail will be considered. First and Last Name, Mailing Address and Contact Information (email address, phone number or preferably both) must be provided. Be sure your cover letter clearly states the position(s) for which you are applying and any preferences about how to contact you.

#### **Application by Email:**

This method is preferred and will receive the fastest consideration. Submit your resume and cover letter as an attachment in either RTF, Word, or PDF format to [jobs@sediabio.com](mailto:jobs@sediabio.com). **No other formats including links to other internet addresses will be accepted and emails with such links will be deleted without opening.**

In the Subject Line of your email, enter: *“Your last name, your first name, middle initial (middle initial optional), and Job Title (that you are applying for)”*. For example, **“Smith, Mary R, Senior R&D Scientist”**. If you are applying for multiple positions, please submit separate emails for each position. If you do not use this format, your application may be delayed in getting to the hiring manager.

#### **Application by U.S. Mail:**

Submit your resume and cover letter to the address below. On the mailing address outside, send to the attention of HR indicating the position you are applying for. You may list multiple positions in the attention line. Only one cover letter/resume needs to be sent if you are applying for multiple positions.

Sedia Biosciences Corp.

Attention: HR (*List positions you are applying for, separated by commas, here*).

4900 NE 122<sup>nd</sup> Ave.

Portland OR 97230

## **ABOUT SEDIA BIOSCIENCES**

Sedia is a privately held medical device and diagnostics company founded in 2009 and based in Portland Oregon. Sedia is committed to the development of novel epidemiological and diagnostic assays and clinical specimen collection products intended to expand access to healthcare worldwide. For additional information, see our website at [www.sediabio.com](http://www.sediabio.com).

## **WORK ENVIRONMENT**

Sedia offers a positive, supportive, friendly work environment for all its employees. The office gives individuals the flexibility to customize their working styles.