

## Medical Spa Injector and Clinical Research Coordinator | NP

Q the Medical Spa at the Lindsay House is seeking a Nurse Practitioner to split their time as a Medical Spa Injector and a Clinical Research Coordinator.

### Position Summary

#### Medical Spa Injector

Administer Botox and filler injections and perform non-surgical treatments as elective esthetic in accordance with established treatment protocols, scope of practice, organizational policies & procedures, and all other governing standards

#### Clinical Research Coordinator

Under general supervision, the Clinical Research Coordinator functions within the full scope of nursing practice, which includes being responsible for the process of patient identification, assessment, planning, implementation, monitoring, evaluation and coordination of care to meet the patient's health care needs in collaboration with health team members to ensure safe, quality care during the patient's entire course of participation in a clinical research trial.

### Qualifications

- Graduate of an Accredited MSN Program for Nurse Practitioners and Current NYS NP License
- Clinical Research Coordinator Certification (CRC) issued by the Association of Clinical Research Professionals and/or Clinical Research Professional Certification (CCRP) issued by the Society of Clinical Research Associates
- CPR certified
- Minimum 3 years of clinical research
- Minimum 1 year of experience injecting Botox and fillers in accordance with NYS Standards preferred
- Non-invasive, plastic surgery procedure research experience is preferred
- Thorough clinical and ethical judgment and advocacy
- Ability to communicate professionally and effectively with clients, staff, management and physicians
- Ability to resolve conflict among patients in a timely and efficient manner
- Ability to work with and to maintain confidential client information
- Excellent written and oral communication skills
- Exceptional attention to detail and accuracy
- Strong decision-making and problem solving skills
- Demonstrated leadership potential
- Basic knowledge of Millennium, Outlook, working with camera and downloading information to computer

### Duties and Responsibilities

#### Med Spa Injector

##### Patient Care

- Assess client at time of consultation and identify health and medical risk factors
- Inject Botox and Fillers in accordance with NYS standards
- Perform non-surgical, elective esthetic procedures in accordance with NYS standards
- Accurately document treatment, follow-up and/or client concerns in chart using approved guidelines/forms for procedure
- Take before and after photos on all clients and download to computer

- Determine the effectiveness of the treatment plan with documentation of client care outcomes
- Reassess and modify the plan as necessary to achieve health and esthetic goals
- Provide accurate, appropriate and immediate responses to all requests by clients, ensuring complete customer satisfaction
- Ensure client has an excellent experience by minimizing pain and ensuring comfort level at all times
- Immediately counsels with Physician for any client concerns or problems
- Have a thorough knowledge and understanding of Medical Spa services and of medical-grade skincare product lines we retail
- Actively build repeat clientele by ensuring on-going high level of customer satisfaction

#### **Administrative**

- Oversee and ensure compliance with quality assurance standards, state and federal regulations
- Exhibit a professional attitude, diplomacy and an ability to handle difficult situations
- Ensure appropriate documentation
- Maintain licensure, certification and accreditation through continuing education courses
- Keep current on new technologies and treatments involving the Medical Spa
- Maintain prompt and regular attendance
- Attend and participate in general staff meetings as scheduled
- Participate in planned seminars
- Maintain a positive attitude and contributes toward a quality work environment
- Maintain a polished and professional personal image

#### **Clinical Research Coordinator**

- Analyzes and interprets complex research data gathered on clinical research studies
- Conducts clinical testing, develops protocols and assures all protocol procedures are approved
- Prepares reports for presentation at conferences and seminars
- Develops workflow policies and procedures, prepares manuals and documents related to operations of the function
- Oversees the clinical assessments of the study subjects including but not limited to screening, evaluation/eligibility and testing of the subjects
- Oversees data collection, processing, storage, inventory and quality control for clinical research studies
- Assists in budget preparation and negotiation
- May prepare and ensure grant applications, Institutional Review Boards (IRB) and Global Clinical Operations (GCO) documents are submitted in a timely manner
- Coordinates protocols and human subject approvals between various sites
- Assists the Principal Investigator and regulatory staff in the preparation of new protocol submission, protocol amendments and renewals of on-going clinical trials
- Adheres to and supports all Federal regulations

#### **Physical Requirements**

- Frequent walking, bending/stooping, reaching and sitting
- Involves occasional lifting/carrying of items weighing up to 30 pounds
- Eye-hand coordination and sufficient manual dexterity are required to operate a keyboard, photocopier/fax machine, telephone and medical equipment
- Frequent grasping, manipulation of equipment and utilization of fine-finger movements

All duties and responsibilities stated are essential job functions. Staff members may be required to perform additional job-related duties as assigned by management.