

TITLE: <u>Bone Densitometer Technician, Sr.</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA549</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>4</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Perform, assist with and ensure proper preparation, set-up and completion of experimental tests and procedures utilizing specialized technical equipment and research techniques for purpose of bone density and mineral content study.

ESSENTIAL JOB FUNCTIONS

- Contact and recruit study subjects via telephone; arrange schedules, prepare correspondence (letters, postcards, etc.) regarding study timetables; prepare related reports on study recruitment status.
- Conduct phone and/or office interviews to determine inclusion and/or exclusion in research study; obtain informed consent, height, weight and supine length measurements. Establish and maintain current as well as accurate data on study subject profiles via computerized database and hard copy files.
- Prepare and maintain files and reports on study variables for grant submission and renewals (IRB and NIH). Develop standard protocol forms based on established study criteria in order to compile and retain accurate data on study subjects.
- Provide technical assistance to subordinate research technicians as well as clerical support; distribute work assignments and check for completeness and accuracy; train in appropriate methods and procedures.
- Provide assistance in conducting experimental tests and procedures to support bone density and mineral content study in accordance with established research protocols. Operate complex technical equipment and scientific apparatus for bone density study, e.g. Body Bone Densitometer, Harpenden Stadimeter, etc.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This senior classification level is designed to perform moderately complex procedures and work routines operating specialized technical and scientific testing equipment for bone density and mineral content study for purpose of metabolic and bone disease research. Work activities necessitate the ability to perform administrative work routines as well as delegation of work assignments to subordinate personnel. In addition, strong communication skills are expected in order to interview study subjects. The incumbent is expected to have a familiarity with following basic research protocols, possess keen attention to detail, as well as a proficiency with scientific equipment operation, e.g. Body Bone Densitometer, Harpenden Stadimoter, etc. This position must interact with young children and their families, therefore, strong human relations skills are necessary. This classification is generally assigned to the Department of Internal Medicine, Division of Endocrinology, Center for Osteoporosis Research. This classification reports to and receives work direction from a research professional and/or faculty member.

MINIMUM QUALIFICATIONS

- High School graduate or equivalent combination of education and/or experience; supplemented by coursework in basic sciences.
- Some knowledge of interviewing techniques.
- Some knowledge and experience utilizing scientific apparatus and equipment, e.g. Body Bone Densitometer, Harpenden Stadimoter, Supine Measurement Table, Hyundai Optical Drive Super 386 SE, computer, etc.
- Ability to observe, analyze and report in detail the results of experimental tests and demonstrations.
- Ability to delegate tasks to others.
- Strong organizational skills; keen attention to detail.
- Some knowledge of basic research protocols.
- Some knowledge of and experience with computer operations.
- Ability to communicate effectively with others.
- Typically, incumbents have held positions in a research environment or medical office setting.