

UNIVERSITY OF COLORADO SCHOOL OF MEDICINE  
**Professional Research Assistant**  
**Department of Medicine, General Internal Medicine**  
Position Number: 706292    October 14, 2016

**Nature of Work:**

The Division of General Internal Medicine at the University of Colorado School of Medicine is seeking a Professional Research Assistant position who will serve as a Patient Navigator. Responsibilities of the Patient Navigator will include recruiting and consenting research subjects, collecting data, and scheduling, arranging, and delivering the research intervention. In particular, this study will focus solely on Latinos with advanced medical illness.

**Professional Field:**

- Intervention implementation:
  - Arrange and deliver home visits—covering assigned Colorado geographic area
  - Provide telephone support to intervention participants
  - Ensure completed advance care planning documents are scanned into medical records
  - Communicate with providers as needed to help facilitate care for participants
  - Reports on progress weekly with co-investigator or project manager
- Assist with follow-up data collection
  - Complete follow-up surveys with participants
  - Assist with chart review
- Ensure that study materials and packets for participants are complete and ready for enrollment
- Enrolling and collecting data from study subjects (patients, families or health care providers), including obtaining informed consent for analysis
- Recruit patients to participate in research study – minimum of weekly contact with on-site study contact for eligible patients
- Data coding and entry of participant data into REDCap

**Supervision Received:**

The Patient navigator will be expected to work independently. Supervision will consist of weekly progress meetings with the project manager to review eligible, recruitment, and enrollment numbers. This position will be supervised by the Principal, Co-investigators and the Senior PRA.

**Supervision Exercised:**

None.

**Examples of Work Performed:**

- Complete End of Life Navigator training program
- Complete Colorado Patient Navigator training program
- Participate in person or via webcam to Palliative Care weekly meetings
- Ongoing education through lectures, workshops, and meetings
- Active participation in regular research team meetings and community advisory panel meetings

**Knowledge, Skills, and Abilities:**

Community Health Worker training or experience is preferred. The Patient navigator must speak fluent Spanish. Basic computer proficiency with Windows Office operating system including Microsoft Word, Microsoft Outlook, and Microsoft Excel. In addition, ability to navigate computerized medical records is needed. Knowledge in end-of-life care is unnecessary but training will be required.

**Minimum Qualifications:**

High School Diploma  
Bilingual in Spanish and English  
Must have a vehicle and can drive  
Community Health work or experience working in a health care setting (e.g. medical or nursing assistant)

**Preferred Qualifications:**

Basic proficiency with Outlook, Word, Excel and PowerPoint  
REDCap training required  
Community Health Certification  
Previous experience in patient navigation or health related field of work. Motivational interviewing experience.

**Regions (need to hire 5 patient navigators)**

0.75 FTE Denver Region Navigator  
0.60 FTE North Navigator (Loveland, Greeley, and Fort Collins)  
0.60 FTE South Navigator (Colorado Springs and Pueblo)  
0.25 FTE Western Slope Navigator (Vail, Glenwood Springs, Edwards, Frisco, and Gypsum)  
0.20 FTE Alamosa Region Navigator

**Salary Range:**

Salary Range: \$34,000 - \$40,000 (based on PN experience)  
Hiring Range: 0.75 - 0.20 FTE

**Source of Funding:**

Grant Funded – NINR (ST not assigned yet so using 68029157)

**Does this position have fiscal responsibility?**

No

**Approval:**

*For PRA positions*



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PI or Department Chair

10/17/16  
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Date