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Job Description

CLINICAL RESEARCH ASSISTANT / 40 HOURS / DAY / BWH - RENAL DIVISION - (3157515)

Description

GENERAL SUMMARY/ OVERVIEW STATEMENT:

Working under the supervision of one or more Principal Investigators and following established policies and procedures, provides assistance on clinical research studies involving kidney transplant patients.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Provides assistance on clinical research studies per study guidelines and protocols.
2. Recruits, evaluates, (consents where appropriate) and enrolls patients into clinical research studies. Per protocol instructions, conducts telephone interviews or schedules patient for study visit and screening.
3. Obtains biological samples from patients in the hospital.
4. Responsible for collecting data and maintaining patient information database for studies. Performs quality assurance checks for all clinical data.
5. Work with Internal Review Board to submit documents for and maintain protocol approvals and current regulatory documentation
6. Assists study investigators with conferences and manuscript preparation, and any other data-related tasks.
7. Creates and implements recruitment strategies for studies.
8. All other duties, as assigned.

Qualifications

QUALIFICATIONS:

BA or BS

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:

- Ability to work independently
- Excellent interpersonal skills required for working with study participants.
- Good oral and written communication skills.
- Analytical skills and the ability to resolve technical or research problems and issues, and to interpret the acceptability of data results.
- Knowledge of clinical research protocols.
- High degree of computer literacy.
- Excellent organizational skills and ability to prioritize a variety of tasks.

- Careful attention to detail.
- Ability to demonstrate professionalism and respect for subjects rights and individual needs.
- Knowledge of data management programs.

HOSPITAL WIDE RESPONSIBILITIES:

Works within legal, regulatory, accreditation and ethical practice standards relevant to the position and as established by BWH/Partners; follows safe practices required for the position; complies with appropriate BWH and Partners policies and procedures; fulfills any training required by BWH and/or Partners, as appropriate; brings potential matters of non-compliance to the attention of the supervisor or other appropriate hospital staff.

Primary Location : USA-MA-Boston

Work Locations :

75 Francis Street

Boston 02115

Job : Research - Other

Organization : Brigham & Women's Hospital(BWH)

Schedule : Full-time

Standard Hours: 40

Shift : Day Job

Employee Status : Regular

Recruiting Department: BWH Department Of Medicine / Renal Medicine

Posting Date : May 26, 2021