

### Clinical Research Assistant - (3032855); McLean Hospital

McLean Hospital is a comprehensive psychiatric hospital committed to providing easy access to superior quality, cost-effective mental health services in the Boston area, Massachusetts and beyond. Since 1811, McLean Hospital has been a world leader in the treatment of mental illness and chemical dependency, research into the cause of mental illness and the training of generations of mental health care providers. McLean's multidisciplinary programs treat a broad range of psychiatric illnesses across the full continuum of care.

Working under the supervision of a Senior Research Assistant, Manager or Principal Investigator and following established policies and procedures, provides assistance on clinical research studies. May be responsible for the following activities: recruiting and evaluating patients for studies; collecting and organizing patient data; scheduling patients for study visits; performing clinical tests such as phlebotomy, EKG's, etc; maintaining and updating data generated by the study.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Provides assistance on clinical research studies as per study guidelines and protocols.
- Recruits and evaluates potential study patients. Per protocol instruction, conducts telephone interviews or schedules patient for study visit and screening. May be required to perform clinical tests such as phlebotomy, EKG's, etc.
- Interact with patients/subjects with regard to study, including patient education, procedural instruction, follow-up. May serve as a liaison between patient and physician.
- Responsible for collecting data and maintaining patient information database for study. May be required to input data, do minimum analysis and run various reports. Maintains patients records as part of record keeping function.
- Responsible for mailing various study information or packets to study participants.
- Answers any phone all and inquiries regarding study protocol. Refers participants when appropriate to supervisor or clinical staff.
- Monitors and sets up any needed equipment.
- Maintains inventory and orders supplies when necessary.
- Performs all other duties as assigned.

All McLean team members are expected to consistently demonstrate our values of integrity, compassion, respect, diversity, teamwork, excellence and innovation in their work activities and interactions.

#### Qualifications

BS or BA degree required.

Relevant course or project work.

#### **SKILLS/ABILITIES/COMPETENCIES REQUIRED:**

- Excellent interpersonal skills are required for working with the study participants.
- Good oral and written communication skills.
- Knowledge of clinical research protocols.
- Excellent organization 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

All employees must possess basic computer skills to use a variety of electronic or online systems for communication, clinical and administrative purposes.