

**Clinical Research Assistant Position
McLean Hospital, Belmont, Massachusetts**

Summary:

Seeking a motivated and independent college graduate to provide support for studies investigating the causes and treatments of substance use and other co-occurring psychiatric disorders under the direction of Roger D. Weiss, MD in the Division of Alcohol and Drug Abuse at McLean Hospital, a major Harvard Medical School teaching hospital. Excellent organizational skills, flexible interpersonal skills, careful attention to detail, and strong oral and written communication skills are essential to this role. This role provides a range of experience with clinical research techniques, direct patient interaction, and opportunities for contributing to research publications in scientific journals. This position is an excellent opportunity for graduating seniors looking for clinical research experience before applying to graduate school in psychology (particularly clinical and counseling programs) the social sciences, or medical school. Applicants should be willing to make a 2-year commitment.

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.
- 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.

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.

For more information about the work of the Alcohol and Drug Abuse Clinical Research Program:

<http://www.mcleanhospital.org/research-programs/roger-d-weiss-alcohol-and-drug-abuse-clinical-research-program>

If interested, please:

1) Apply for the position directly through McLean Hospital website

<http://www.mcleanhospital.org/apply-work-mclean>; search by Job Number: 3025763

2) Send your resume/CV and a cover letter expressing your qualifications and interest in the position to Scott Provost (sprovost@mclean.harvard.edu)

March 29, 2017