

**Position:** Clinical Research Coordinator II

**Lab:** Dr. Jeremiah Scharf, MD, PhD

**Department:** Center for Genomic Medicine/Psychiatric and Neurodevelopmental Genetics Unit

**Start Date:** May/ June 2019

**How to Apply:** Please send a resume/CV and a cover letter for the position to Angela Essa at [aressa@mg.harvard.edu](mailto:aressa@mg.harvard.edu)

Please also apply through the MGH Internal Hiring Website:

<https://cgm.massgeneral.org/jobs/clinical-research-coordinator-ii-scharf-lab/>

**Position Reports To:** Principal Investigator

**Description last revised:** 01/2019

**GENERAL SUMMARY/ OVERVIEW STATEMENT:** Summarize the nature and level of work performed.

Our research team in the Psychiatric and Neurodevelopmental Genetics Unit (PNGU) within the Center of Genomic Medicine and the Departments of Neurology and Psychiatry at MGH investigates genetic and non-genetic risk factors for Tourette syndrome (TS) and related conditions, such as obsessive-compulsive disorder (OCD) and attention deficit hyperactivity disorder (ADHD). In addition to the work we do locally, our group co-leads national and international multi-center genetic and phenotypic analyses of TS and related disorders.

We enroll patients from our clinic as well as from across the nation to participate in our research studies. In addition to collecting DNA and biological samples (e.g., skin biopsy tissue) from study participants, we collect extensive phenotypic information. This includes diagnostic assessments of neurodevelopmental and psychiatric conditions as well as medical, social, and family histories. One current study for which we are currently recruiting is a collection of blood and skin biopsies from patients with TS and/or OCD to generate patient-specific iPSCs and patient-specific neurons that we can then use to examine the effects of genetic perturbations in the lab. In addition to these collections, we utilize online survey-based methods using REDCap—a secure, web-based application. For those interested in or who have experience with statistics, there are additional opportunities to be involved with statistical genetics projects or the analysis of survey data.

We are presently seeking a highly-motivated individual to fill a Clinical Research Coordinator position beginning in May/June of 2019. The principal duties and responsibilities required of this position are outlined below. This is an excellent opportunity for those interested in pursuing medical school or a PhD in clinical psychology, and affords numerous opportunities for exposure to neurology, psychiatry, and neuropsychiatric genetics. We hope that our research will inform and improve future diagnostic, prognostic, and treatment and prevention strategies for these conditions. For more information about our research and our group, please visit our websites: [https://www.massgeneral.org/psychiatry/research/pngu\\_bio\\_Scharf.aspx](https://www.massgeneral.org/psychiatry/research/pngu_bio_Scharf.aspx) (PNGU) and <https://cgm.massgeneral.org/faculty/jeremiah-scharf/> (Center for Genomic Medicine)

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

- Develop and implement recruitment strategies
- Perform subject recruitment and screening activities; assist in determining subject eligibility
- Monitor subject tracking databases and keep records current

- Prepare, submit and maintain IRB materials, including amendments, continuing reviews, new study submissions, etc.
- Maintain the integrity of data and perform data analysis and QA/QC data checks
- Organize weekly laboratory meetings, develop meeting agendas, maintain appropriate meeting minutes and notes
- Follow Quality Improvement measures and best practices for maintaining regulatory binders in accordance with institutional guidelines
- Obtain informed consent and securely maintain documentation of written consent
- Serve as a participant liaison by maintaining contact, scheduling appointments/calls and following up with participants while they are actively completing the study
- Coordinate blood draws with external labs and follow-up with the NINDS DNA Repository staff
- Act as a study resource for patients and family
- Perform phlebotomy procedures (training provided)
- Conduct structured psychiatric interviews with participants for research purposes
- Place orders for study supplies and keep accurate records of all purchases
- Administer and track subject reimbursement
- Assist with paper and grant writing activities, including conducting literature reviews, drafting manuscripts, preparing references (using Endnote), creating tables and figures, etc.
- Train student interns in the performance of basic study tasks, such as data entry
- Onboard other laboratory members
- Prepare, ship and track consent packages and blood kits
- Complete data entry of interview and questionnaire data
- Perform study-related clerical duties such as photocopying, checking, scanning and filing data
- Retrieve and enter clinic packets into the Electronic Health Record
- Participate in statistical and/or genetic analyses based on experience
- Complete additional tasks, as needed

**SKILLS/ABILITIES/COMPETENCIES REQUIRED:** Must be realistic, objective, measurable and related to essential functions of this job.

- Ability to work well as part of a team and independently
- Familiarity with computer databases and data entry
- Excellent organizational, interpersonal, and communication skills
- Ability to communicate effectively with colleagues and others
- Ability to interpret acceptability of data results
- Strong attention to detail and adaptability
- Willingness to perform phlebotomy procedures
- Ability to work flexible hours (i.e., occasional weekends and evenings)
- Ability to demonstrate respect and professionalism for subjects' rights and individual needs

**LICENSES, CERTIFICATIONS, and/or REGISTRATIONS (if applicable):** Specify minimum credentials and clearly indicate if preferred or required

- None.

**EDUCATION:** Specify minimum education and clearly indicate if preferred or required

- BA/BS required; preferably in psychology, neurobiology, neuroscience, biology, or a related field.

**EXPERIENCE:** Specify minimum creditable years of experience and clearly indicate if preferred or required

- Minimum of one year of previous research experience required
- Experience working with children and their families strongly preferred
- Experience obtaining informed consent and clinical interviewing preferred
- Prior experience with Excel, Stata and/or SPSS software strongly preferred

**SUPERVISORY RESPONSIBILITY (if applicable):** List the number of FTEs supervised.

- Recruit, train, and provide guidance to student interns in the performance of basic study tasks, such as data entry and assistance with study participant enrollment.
- Delegate appropriate tasks to student intern.
- Assist with recruiting, hiring, and training of the subsequent Clinical Research Coordinator.

**FISCAL RESPONSIBILITY (if applicable):** Indicate financial “scope” information, i.e.: size of budget, volume, revenue, etc.; Indicate total physician/non-physician FTE scope

- None.

**WORKING CONDITIONS:** Describe the conditions in which the work is performed.

- Office and clinical settings.