



Beth Israel Deaconess
Medical Center



HARVARD MEDICAL SCHOOL
TEACHING HOSPITAL

Clin. Research Assistant I

Department Name and ID: Psychiatry / 32705BR

Reports to (job title): Clinical Fellows - Accredited

Grade: 05

Current Job Code: A4040

FLSA Status: Nonexempt - All per diem positions are considered Non-Exempt

Effective Date: 2020-01-01 (but can also start in Spring)

Status: Submitted to Compensation

Contact: team@digitalpsych.org

Job Summary: Responsible for assisting with research on smartphone apps and assisting the team is developing and supporting mental health technologies like smartphone apps. We are seeking a candidate with strong technical skills as well as software development experience. The successful candidate will work closely with a professional app development team, patients, clinicians, and researchers to help guide creation of open source digital mental health tools. The successful candidate will be able to work on our growing digital psychiatry team and able to interface with the diversity of healthcare professionals and patients we serve. Given the academic nature of the role, the successful candidate will learn to write, publish, and present scientific papers. There will be some patient interaction in this role and opportunities to create independent projects. Reports to Dr. John Torous.

The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of this position.

Primary Responsibilities:

1. Independently or in conjunction with other clinical research staff works with clinical studies team to collect, organize, and help advance research studies. (essential)
2. Learns protocol and monitors strict adherence to protocols by physicians, nurses and research subjects. Reviews protocol requirements with physicians, nurses and fellows. Identifies any problems with protocol compliance and notifies principal investigator and/or research nurse. Begins to learn how to independently resolve problems with protocol (essential)

Additional Responsibilities:

1. Offers technical advice and assistance around the lab's smartphone platform, mindLAMP

2. Assists in evaluating and suggesting improvements to mindLAMP
3. Working with lab members to help monitor, record, evaluate, and interpret digital health data.
4. Reading the current literature on the intersection of mental health and technology.
5. Writing and drafting of papers aimed towards peer review and scientific publication.

Required Qualifications:

1. Bachelor's degree required.
2. 0-1 years related work experience required in working knowledge of computer systems including web-based applications & Microsoft Office such as Outlook, Word, Excel, PowerPoint or Access. Previous clinical research project experience preferred.
3. Experience with computer systems required, including web-based applications and some Microsoft Office applications which may include Outlook, Word, Excel, PowerPoint or Access.

Competencies:

1. **Written Communications:** Ability to communicate clearly and effectively in written English with internal and external customers.
2. **Oral Communications:** Ability to comprehend and converse in English to communicate effectively with medical center staff, patients, families and external customers.
3. **Knowledge:** Ability to demonstrate full working knowledge of standard concepts, practices, procedures and policies with the ability to use them in varied situations.
4. **Team Work:** Ability to work collaboratively in small teams to improve the operations of immediate work group by offering ideas, identifying issues, and respecting team members.
5. **Customer Service:** Ability to provide a high level of customer service to patients, visitors, staff and external customers in a professional, service-oriented, respectful manner using skills in active listening and problem solving. Ability to remain calm in stressful situations.

Social/Environmental Requirements:

1. Work requires close attention to task for work to be accurately completed. Intermittent breaks during the work day do not compromise the work.
2. Work routine is fairly consistent, but employee needs to be able to use judgment to respond to events several times a week.
3. No substantial exposure to adverse environmental conditions
4. **Health Care Status:** - *Health Care Worker Status may vary by department*

Sensory Requirements:

Close work (paperwork, visual examination), Monitor Use, Visual monotony, Visual clarity <3 feet, Conversation, Monitoring Equipment, Telephone.

Physical Requirements:

Light work: Exerting up to 20 pounds of force frequently to move objects. Some elements of the job are sedentary, but the employee will be required to stand for periods of time or move throughout the hospital campus

This job requires constant sitting, walking, Power Grasping using both hands, Keyboard use, Endurance-working up to 5-6 hours without a break, frequent Reaching-above shoulder height. There may be occasional standing, Fine Manipulation using both hands.