Clinical Research Assistant I in Newborn Medicine at Boston Children’s Hospital

Job Posting Description
At Boston Children’s Hospital, success is measured in patients treated, parents comforted and teams taught. It’s in discoveries made, processes perfected, and technology advanced. In major medical breakthroughs and small acts of kindness. And in colleagues who have your back and patients who have your heart. As a teaching hospital of Harvard Medical School, our reach is global and our impact is profound. Join our acclaimed Division of Newborn Medicine department and discover how your talents can change lives. Yours included.

The Clinical Research Assistant will be responsible for:
- Working with the PI on the coordination of multiple multi-institutional research studies at the Fetal and Neonatal Neuroimaging Development Science Center (FNNDSC).
- Protocol feasibility, subject eligibility assessment, study-specific procedures, data acquisition using Near Infrared Spectroscopy devices, basic knowledge of NIRS devices, case report form maintenance, protocol compliance.
- Interactions with physicians, clinical research associates, patients and others.
- Maintaining accurate, up-to-date and organized study records. Data entry, assessment, and basic quantitative analyses.
- Working with other coordinators to assist PI on the preparation of IRB applications and amendments.
- Attending workshops, courses, and seminars to further own knowledge of science as well as study management. Consulting with other researchers and technicians to exchange information.
- After training, working with other study members to perform study in the NICU, the operation room or patient units.
- Coordinating scheduling clinical and research specific testing with clinical healthcare providers, parents, and research assistants.
- Assisting the PI to develop and implement systems and protocols to manage daily operations of study while meeting enrollment and data collection targets and adhering to human protection, good clinical practice guidelines, and handling of highly sensitive content.
- Assisting the PI in brainstorming at all points of the research process and helping articulate new avenues of scientific inquiry. Is expected to make substantial intellectual contributions to the research process.
- Helping the PI to prepare manuscripts and grant progress reports for submission including data collection and analysis, table and figure creation, reviewing the literature, writing and editing drafts, and other related duties as requested.
- Maintaining an organized working environment. Demonstrating the ability to work independently and collaboratively.
- Contributing to the teamwork within and between departments and organizations.

To qualify, you must have:
- A BA or BS (required) and a background in university level science courses would be helpful.
- A strong background in writing and research skills and the ability to work independently. Excellent organizational and communication skills, and the ability to keep meticulous records are required. Prior experience in clinical research and IRB preparation is preferred.
- Knowledge of Microsoft Office and the ability to learn individual protocol-specific software and web-based systems are strongly preferred.
- Comfort interacting with potentially sensitive parents during general interactions for scheduling and conducting research sessions.
Boston Children’s Hospital offers competitive compensation and unmatched benefits, including affordable health, vision and dental insurance, generous levels of time off, 403(b) Retirement Savings plan, Pension, Tuition Reimbursement, and discounted rates on T-passes (50% off). Discover your best.

Boston Children’s Hospital is an Equal Opportunity / Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, sexual orientation, gender identity, protected veteran status or disability.

**Status**
Full Time

**Standard Hours per Week**
40

**Office/Site Location**
Boston

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