

Clinical Research Coordinator II - Recovery Research Institute - (3133767)

GENERAL SUMMARY:

The Recovery Research Institute (RRI) within the Massachusetts General Hospital (MGH) Department of Psychiatry is **recruiting a full-time clinical research coordinator II to fill an immediate opening** and help coordinate National Institute of Health (NIH) funded studies that will investigate substance use disorder treatment and other recovery support services. The coordinator will be responsible for a variety of study tasks, including participant management (e.g., recruitment, enrollment, and follow-ups), correspondence with the Institutional Review Board (IRB), study data management, and assistance with grant administration and submissions. The ideal applicant demonstrates initiative, flexibility, and an independent work ethic. This individual will be joining an established team of faculty and staff, including other research coordinators. Good communication skills and an affinity for teamwork are critical. This role may require some occasional travel. The candidate will be supervised by Dr. John F. Kelly, Elizabeth R. Spallin Professor of Psychiatry, Founder and Director of the Research Recovery Institute, and Associate Director of the Center for Addiction Medicine.

How to Apply:

Please go to <https://www.massgeneral.org/careers/jobsearch.aspx> and enter **job number 3133767**. Complete the online application and be sure to include BOTH your curriculum vitae AND cover letter saved together in one document. In addition, please respond to the questions below:

1. Why are you interested in working at the Recovery Research Institute?
2. What are your plans for further education (if any) and/or what are your career goals?
3. What skills or previous research experience do you have that would make you an asset to the Recovery Research Institute?
4. What do you hope to gain from your experience at the RRI?

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Please note, the functions below are representative of major duties that are typically associated with these positions. Specific responsibilities may vary based upon departmental needs. Similarly, not all duties that have been outlined will be assigned to each position.

- Collects & organizes patient data
- Maintains records and databases
- Uses software programs to generate graphs and reports
- Assists with recruiting patients for clinical trials
- Obtains patient study data from medical records, physicians, etc.
- Conducts library searches
- Verifies accuracy of study forms
- Updates study forms per protocol
- Documents patient visits and procedures
- Assists with regulatory binders and QA/QC procedures
- Assists with interviewing study subjects
- Administers and scores questionnaires
- Provides basic explanation of study and in some cases obtains informed consent from subjects
- Performs study procedures, which may include phlebotomy.
- Assists with study regulatory submissions
- Writes consent forms
- Verifies subject inclusion/exclusion criteria
- Performs administrative support duties as required

A Clinical Research Coordinator II performs the duties of a Clinical Research Coordinator I (above) and may also:

- Maintain research data, patient fields, regulatory binders and study databases
- Perform data analysis and QA/QC data checks
- Organize and interpret data

- Develop and implement recruitment strategies
- Act as a study resource for patient and family
- Monitor and evaluation lab and procedure data
- Evaluate study questionnaires
- Contribute to protocol recommendations
- Assist with preparation of annual review
- May assist PI to prepare complete study reports

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

- Careful attention to details
- Good organizational skills
- Ability to follow directions
- Good communication skills
- Computer literacy
- Working knowledge of clinical research protocols
- Ability to demonstrate respect and professionalism for subjects' rights and individual needs

The Clinical Research Coordinator II should also possess:

- Ability to work independently and as a team player
- Analytical skills and ability to resolve technical problems
- Ability to interpret acceptability of data results
- Working knowledge of data management program

EDUCATION:

- Bachelor's degree required.

EXPERIENCE:

- New graduates with some relevant course/project work or those without any prior research experience will be considered for the Clinical Research Coordinator I position outlined above.
- Those with a minimum of 1-2 years of directly related work experience will be considered for a Clinical Research Coordinator II position.

SUPERVISORY RESPONSIBILITY (if applicable):

- A Clinical Research Coordinator I does not have any supervisory responsibility.
- A Clinical Research Coordinator II may assist with the training and orientation of new staff members.

EEO Statement

Massachusetts General Hospital is an Equal Opportunity Employer. By embracing diverse skills, perspectives and ideas, we choose to lead. Applications from protected veterans and individuals with disabilities are strongly encouraged.