Clinical Research Coordinators
for the Department of Psychiatry at MGH

The OCD and Related Disorders Program (www.mghocd.org) at Massachusetts General Hospital is looking for qualified college graduates (and Spring 2018 graduates) with a background in research and psychology to fill openings for Clinical Research Coordinators. The start date for the position is June 11, 2018.

The Clinical Research Coordinator (CRC) will support and/or conduct the full range of clinical and basic neuroimaging research activities within the program. This will include assistance of all administrative and managerial tasks involved with the conduct of human subjects research, running subject testing sessions, and data entry and analysis. The CRC would be responsible for monitoring of pace and progress of the study. Serve as a main contact for study participants. Ensure that all components of the participants' assessments and surveys are properly completed, tracked in the computer database, and filed correctly. Correspond with the Internal Review Board (IRB) for any protocol amendments and yearly reports as needed. Correspond with various external regulatory bodies such as the National Institutes of Health (NIH) for yearly non-competing renewal for budget and protocol purposes.

PRINCIPAL DUTIES AND RESPONSIBILITIES (MAY INCLUDE, BUT ARE NOT LIMITED TO):

- 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

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

**How to Apply:**
Applicants should provide a CV, cover letter, and have references available. *Please list your GPA (cumulative and major’s GPA) and relevant coursework.*

Please apply directly through the Partners Taleo system. Job id# 3053292

**Contact:**
Barbara Rosemberg, MHA  
Program Manager  
OCD and Related Disorders Program  
Department of Psychiatry  
Massachusetts General Hospital  
Office: 617-643-3079  
brosemberg@mgh.harvard.edu