

Clinical Research Coordinator in MGH Psychiatry's Cancer Outcomes Research Program (CORE)

Description:

Through the Department of Psychiatry, the Cancer Outcomes Research Program (CORE) at the Massachusetts General Hospital is recruiting a full-time Clinical Research Coordinator to join its multidisciplinary team. Working with a diverse group of oncologists, palliative care clinicians, psychiatrists, psychologists, advanced practice nurses and other specialists, the clinical research coordinator will assist with collaborative studies in supportive care. The specific focus for this position will be to help coordinate a range of supportive care projects and program initiatives.

The clinical research coordinator will assume responsibility for study coordination. This role includes: recruiting patients in both inpatient units and outpatient clinics; administering screening instruments, interviews, and surveys with patients; managing data; corresponding with the IRB and other regulatory groups; assisting with preparation of manuscripts, protocols, and grants; and completing other special projects in collaboration with principal investigators.

Specific responsibilities include:

- Managing multiple studies and maintaining comprehensive knowledge of study procedures
- Verifying patient eligibility for studies via medical chart reviews
- Recruiting patients for study participation and obtaining informed consent
- Coordinating study visits with patients and oncology providers
- Performing data collection (face-to-face surveys, chart reviews) and data quality assurance checks
- Monitoring study inventory and purchasing supplies
- Maintaining study data using REDCap (Research Electronic Data Capture) or other programs.
- Preparing study reports, annual reviews, and Institutional Review Board documentation
- Monitoring and evaluating protocol compliance
- Assisting with data analysis and preparation of manuscripts and conference presentations

Qualifications:

Qualified applicants should have a willingness and ability to learn about conducting studies in diverse medical settings, be able to work independently, have excellent communication and organizational skills, and have an interest in working with people with serious illnesses (often with poor prognoses).

Additionally, qualified applicants should be comfortable working in a team-oriented environment, often reporting to multiple principal investigators and collaborating with other clinical research coordinators. Ideal candidates will have an attention to detail, the ability to handle fluctuating priorities and deadlines, and strong interpersonal skills.

Proficiency in Microsoft Office is required. While not mandatory, proficiencies in analysis software (e.g., SPSS, NVivo) and skills in statistical programming are beneficial.

A bachelor's degree is required, preferentially focusing in the social or health sciences. This is an ideal position for individuals interested in applying to graduate or medical school.

Previous experience in research is preferred. A background or interest in psychology, medicine, nursing or public health is preferred, but not required.

Please complete the online application attaching both a cover letter and resume.

The ideal start date for this position is approximately **June 3rd, 2019.**