Full-Time Clinical Research Coordinator at MGH

POSITION 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 palliative care projects and program initiatives.

The clinical research coordinator will assume responsibility for study coordination. This role includes: developing and implementation recruitment strategies and recruiting patients in supportive care clinical trials; administering screening instruments, interviews, and surveys with patients; writing standard operating procedures for and overseeing the conduct of supportive care clinical trials; managing research data, patient files, and regulatory files and study databases; 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 supportive care clinical trials and maintaining a comprehensive knowledge of study procedures
- Developing and implementing study procedures, including patient recruitment and data collection strategies
- 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 minimum of 1-2 years’ experience working in a research field, a willingness and ability to learn about conducting studies in diverse medical settings, have the ability 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. 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 required. 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 October 23, 2017.

**HOW TO APPLY**

Interested applicants can apply at this link: [http://www.massgeneral.org/careers/jobsearch.aspx](http://www.massgeneral.org/careers/jobsearch.aspx) and enter job ID #3048714.