**Research Data Associate**

Provides direct data &/or clinical research in support of two NIMH funded clinical trials within the Schizophrenia Research Group under direct supervision of Dr. Donald Goff. Works with School of Medicine and Medical Center staff and departments to recruit participants and complete study assessments. Responsibilities include recruitment of participants with first episode psychosis, data entry in Acquire and REDCap, and conducting study visits / assessments including questionnaires, cognitive testing, MRI scans, blood draws, and urine toxicology screens.

**RESPONSIBILITIES:**

**Database Methodology**
- Inputs clinical and non-clinical data into the database and/or case report forms; ensures data entered is correct and consistent with the source document and completed in a timely and organized manner.
- Designs and formats databases to ensure proper coding of data.
- Formats recruitment tracking files.
- Ensures protocol compliance, that is, that standard steps regarding eligibility criteria, follow-up, and required visits/documentation are consistently followed in the time frame specified.
- Secures signatures from study PI on patient labs and required study documentation.
- Compiles and consolidates data for presentation to sponsoring and regulatory agencies.
- Reviews any study or protocol issues that deviate from standard policy and procedure with supervisor.
- Completes report forms and records following set protocol from the beginning of a research study through the end.
- Performs literature searches and retrieves reference materials from various sources using Google Scholar and PubMed.

**Clinical Research**
- Completes phone screenings of potential patients/subjects for eligibility to the study.
- Reviews all the elements of the screening process with Supervisor.
- Collaborates with various personnel that may be involved in assisting with specific aspects in the study.
- Interacts with subject and families in a courteous and professional manner.
- Demonstrates knowledge of policies and procedures of the host institution where the study is being conducted and the regulatory requirements such as IRB and other approvals if necessary.
- Conducts study visits, obtains and documents information within the time frame specified.
- Monitors any outward effects or issues regarding patient/subject safety and reports this to the Principal Investigator.
- Works with the research nurses in reporting adverse events to the appropriate regulatory bodies as instructed.
- Tracks study milestones and patient accruals to help evaluate the progress of studies.
- Interfaces with varied persons, such as, School of Medicine and or Medical Center staff (e.g. physicians, nurses, CTO).
- Completes phone calls and sends out letters confirming study visits. Initiates and continues regular contact with study participants; encourages visit reminders and compliance to research; ensures contact with patients and their families is courteous, effective, professional and cooperative.

Interested students should apply online via [https://jobs.nyulangone.org/](https://jobs.nyulangone.org/) (Job ID: 1067527_RR00039811) and email their resume and cover letter to goflab@nyulangone.org.
• Liaisons with monitors during site visits, providing them with assistance specific to the monitoring visit.
• Works with departments, labs, other personnel and areas as needed, to ensure the timely transfer of items and biological materials: MRI; study drugs; serum, urine, blood samples, etc., using appropriate precautions at all times.
• Responds to requests in a timely manner, gives and receives correct information, encourages required dialog and follow through.
• Follow-ups to ensure that requested materials are delivered according to all appropriate procedures and policies.
• Attends appropriate trainings in the proper handling and collection of biological substances and the packaging and shipment of samples as well as required IRB and HIPAA tutorial.
• Completes assessments on study subjects per protocol (with proper training); continue to follow-through with items and patients as part of research study.

Administration
• Maintains petty cash for existing studies with bi-weekly reviews of treasury boxes.
• Creates requisitions and purchase orders, submits service and consultant invoices to Digiscribe, and continues to follow-through with statements until invoices are received.
• Records IRB approved subject study reimbursements according to standard operating procedures.
• Purchases patient and lab-related supplies from ecMarketplace.
• Places IRB approved recruitment ads in newspapers and online.
• Assists supervisor in writing template-defined progress notes that reflect study procedures or changes in study participation.
• Provides material for and/or initiate IRB correspondence.
• Aware of study regulatory status and keeps an up to date copy of regulatory documents.
• Maintains complete, accurate subject charts, case report forms, enrollment logs, and hospital records

QUALIFICATIONS:
• Associate’s degree plus one year research experience or equivalent combination of education and experience.
• Computer literate with good interpersonal, writing and verbal communication skills.

JOB EXPECTATIONS:
Problem Resolution/ Prioritization: Responds to and participates in the resolution of actual problems in conducting research studies.
Teamwork: Cooperates with clinical staff, administration and other SOM and NYUMC staff members.
Communication: Is clear and concise in oral and written communication with CTO staff, clinical staff, patients, and representatives from sponsors, SOM and other NYUMC staff members.
Availability: Adheres to departmental policies and procedures with regard to attendance and punctuality.
Professional Development: Enhances professional growth and development through participation in seminars, professional affiliations and internal training sessions to keep learning the field of research data management.

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