

Massachusetts General Hospital – Center for Women’s Mental Health
Senior Clinical Research Coordinator

Program Description:

The Center for Women’s Mental Health is a clinical and research program within the Department of Psychiatry at Massachusetts General Hospital. Our Program is dedicated to the evaluation and treatment of psychiatric disorders associated with female reproductive function. The Center provides a range of clinical services to women which include: consultation regarding the use of psychiatric medications during pregnancy; treatment for postpartum mood and anxiety disorders; treatment for premenstrual syndrome; and treatment of menopause related mood and anxiety symptoms, sleep disorders, and hot flashes. The goal of our research division is to examine a wide range of questions which affect the lives of women with psychiatric conditions. Our research projects mirror the span of our center’s clinical expertise. For more information about the clinical and research program, please visit our website: www.womensmentalhealth.org.

Responsibilities:

Reporting to, and working closely with, our Program Manager and Principal Investigator, the Research Project Manager will be responsible for project management of the National Pregnancy Registry for Psychiatric Medications, the largest prospective study of the reproductive safety of antidepressants, atypical antipsychotics, and psychostimulants. The project team currently consists of two full-time clinical research coordinators, up to two undergraduate interns, the program manager, and study investigators.

Project Management (50%)

- Oversee regulatory compliance with IRB and sponsor guidelines
- Oversee database management
 - Develop and operationalize a QA/QC plan for a large REDCap database
 - Coordinate and perform data pulls
 - Coordinate data cleaning and analysis with a staff biostatistician
- Develop and operationalize process and performance improvement projects

Study Coordination (50%)

- Conduct study visits and manage electronic deployment of surveys
- Manage the recruitment, screening and enrollment of research patients; develop marketing strategies and deploy assets for study recruitment
- Perform data collection and entry; perform data quality audits

Work Environment:

Currently, our group is made up of six research coordinators, a program manager, a program assistant, a biostatistician, and eight psychiatrists, two of whom are principal investigators, including the Director. The research coordinators, program manager and program assistant work closely with the study principal investigators and meet twice weekly as a group to review study progress. The group meets once a week for two hours to review clinical cases and ongoing research progress. This is a full-time hourly position with a 9:00-5:30 workday and a ½ hour unpaid lunch. Our Program is located in the Simches Research Building in a combined administrative and clinical space.

Note: Per the MGH remote work policy, this position will be largely remote until no sooner than June 2021. Candidates would be expected to relocate to the Boston area for critical in-person job functions

but would onboard and begin work from home. Pending resolution of the current COVID-19 pandemic and changes to the current remote work policy, job activities are expected to transition to a hybrid (majority in-person) model.

Qualifications:

We are looking for candidates who possess at least a bachelor's degree and 3 years research and data management experience. Experience with REDCap databases and regulatory/IRB submissions is preferred.

This position is ideal for someone with previous experience as a clinical research coordinator or research assistant who is interested in further developing skills in data and research project management, with future ambitions of pursuing graduate studies in statistics, epidemiology, or health sciences.

Skills:

- Strong organizational skills and attention to detail; love of data and improvement projects
- Ability to prioritize and resolve critical issues efficiently and effectively
- Ability to effectively present ideas, information and roadblocks
- Ability to work independently and self-manage; ability to lead and coordinate others
- High degree of initiative and enthusiasm for learning new concepts and working with new tools and sources of information
- Data cleaning skills with either R, Stata, or SAS, and prior experience working with statisticians is advantageous

Interested candidates should prepare a cover letter and resume/CV and apply at <https://www.massgeneral.org/careers> (job number 3145653). Candidates may also forward their materials to Program Assistant Lizzie Callaway at ecallaway@mgh.harvard.edu