

## **Clinical Research Coordinator I, Center for Genomic Medicine**

Send in an application [here](#)

### **General Summary/Overview Statement:**

The Center for Quantitative Health in the Center for Genomic Medicine at Massachusetts General Hospital (MGH) is seeking a motivated and detail-oriented candidate to join our research group. Our research group is focused on using artificial intelligence applied to electronic health records and other large clinical data sets to identify clinical features related to variability in psychiatric outcomes, allowing us to develop strategies for precision medicine and better match patients with effective treatments.

*Please note, the functions below are representative of major duties that are typically associated with these positions. Specific responsibilities may vary based upon departmental needs. Similarly, not all duties that have been outlined will be assigned to each position.*

### **Principal duties and responsibilities:**

- 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

A Clinical Research Coordinator II performs the duties of a Clinical Research Coordinator I (above) and may also:

- Maintain research data, patient fields, regulatory binders and study databases

- Perform data analysis and QA/QC data checks
- Organize and interpret data
- Develop and implement recruitment strategies
- Act as a study resource for patient and family
- Monitor and evaluation lab and procedure data
- Evaluate study questionnaires
- Contribute to protocol recommendations
- Assist with preparation of annual review
- May assist PI to prepare complete study reports

**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

The Clinical Research Coordinator II should also possess:

- Ability to work independently and as a team player
- Analytical skills and ability to resolve technical problems
- Ability to interpret acceptability of data results
- Working knowledge of data management program

**Education:**

Bachelor's degree required

**Experience:**

New graduates with some relevant course/project work or those without any prior research experience will be considered for the Clinical Research Coordinator I position outlined above.

Those with a minimum of 1-2 years of directly related work experience will be considered for a Clinical Research Coordinator II position.

**Supervisory responsibility (if applicable):**

A Clinical Research Coordinator I does not have any supervisory responsibility.

A Clinical Research Coordinator II may assist with the training and orientation of new staff members.

**EEO Statement**

Massachusetts General Hospital is an Equal Opportunity Employer. By embracing diverse skills, perspectives and ideas, we choose to lead. Applications from protected veterans and individuals with disabilities are strongly encouraged.

Primary Location MA-Boston-MGH 185 Cambridge

Work Locations MGH 185 Cambridge 185 Cambridge Street Boston 02144

Job Clinical

Organization Massachusetts General Hospital(MGH)

Schedule Full-time

Standard Hours 40

Shift Day Job

Employee Status Regular

Recruiting Department MGH Center for Genomic Medicine

Job Posting Jun 20, 2024