

Clinical Research Coordinator in the Mood and Psychosis Research Program at BWH

GENERAL SUMMARY/ OVERVIEW STATEMENT:

The Mood and Psychosis Research Program led by Dr. Katherine Burdick is looking for a clinical research coordinator who is interested in learning about cognition in major psychiatric disorders.

Our current work is focused on identifying persistent cognitive deficits in major psychiatric disorders, understanding their etiologies, and directly targeting them with treatment. Primary ongoing studies in patients with bipolar disorder and major depressive disorder focus on neurocognition and social cognition and their relationship with everyday functioning. We incorporate a wide range of potential predictors of outcome including sleep quality, childhood trauma, inflammatory markers, and genetics to characterize the heterogeneity in cognitive and functional outcome that is seen in these disorders. There will be opportunities to work on a range of ongoing projects.

Working under the supervision of the Senior Program Manager and Principal Investigator, the Clinical Research Coordinator will be expected to follow established policies and procedures and provide assistance on clinical research studies. Successful candidates will have direct patient contact and will be trained to administer standardized neurocognitive tests, clinical symptoms ratings, and potentially diagnostic interviews. Data entry and management are also important components of the position. There will be opportunities to work with the collected data and present at scientific conference settings, as well as contribute to publications in peer-reviewed journals. The position will be based in the Department of Psychiatry at the Brigham & Women's Hospital in Boston.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Provides assistance on clinical research studies as per study guidelines and protocols.
2. Recruits and evaluates potential study patients. Per protocol instruction, conducts telephone interviews or schedules patient for study visit and screening.
3. Interact with patients/subjects regarding study, including patient education, procedural instruction, follow-up. May serve as a liaison between patient and physician.
4. Responsible for collecting data and maintaining patient information database for study. May be required to input data, do minimum analysis and run various reports. Maintains patients records as part of record keeping function.
5. May be responsible for mailing various study information or packets to study participants.
6. Answers any phone calls and inquiries regarding study protocol. Refers participants when appropriate to supervisor or clinical staff.
7. Monitors and sets up any needed equipment.
8. Maintains inventory and orders supplies when necessary.
9. All other duties, as assigned.

QUALIFICATIONS:

Requirements: a bachelor's degree in psychology, cognitive neuroscience, or related fields. We are particularly interested in individuals with clinical experience with patients with bipolar disorder and major depressive disorder who are looking to gain experience in a research setting, or vice versa.

To apply, please send 1) your CV, 2) a 1-page statement of your scientific interests and career goals, and 3) letters or contact information for three references. A two-year commitment is expected.

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:

- Excellent interpersonal skills are required for working with the study teams and research participants.
- Good oral and written communication skills.
- Ability to work well with others in a team environment.
- Analytical skills and the ability to resolve technical or research problems and issues and to interpret the acceptability of data results.
- Knowledge of clinical research protocols.
- Careful attention to detail.
- Excellent organizational skills and ability to prioritize a variety of tasks.
- High degree of computer literacy and competent in use of computer programs: MS Office suite, database tools.
- Ability to demonstrate professionalism and respect for study participant confidentiality and for diverse collaborators' interests and needs.
- Knowledge of data management programs.

EEO Statement

BWH is an Affirmative Action Employer. By embracing diverse skills, perspectives and ideas, we choose to lead. All qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, sex, age, gender identity, disability, sexual orientation, military service, genetic information, and/or other status protected under law. We will ensure that all individuals with a disability are provided a reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment.

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