MASSACHUSETTS GENERAL HOSPITAL

Job Title: Clinical Research Coordinator Job Family: Research

Job Code: 000481 & 000058 Grade: 13 & 14

Department: Psychiatry

GENERAL SUMMARY/ OVERVIEW STATEMENT:

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.

The research coordinators in our Program are each assigned 1-2 active research projects and are responsible for the implementation of those projects under the guidance of the principal investigator(s) and the supervision of the senior research coordinator.

Currently, our group is made up of seven research coordinators, a research program manager, project manager, program coordinator, biostatistician, psychologist, and eleven psychiatrists. Three of our faculty are principal investigators. The research coordinators work closely with the study principal investigators and meet once a week as a group to review study progress and once a week to review clinical cases. 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.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Collects & organizes patient data
- Maintains records and databases
- Uses software programs to generate graphs and reports
- Managing the recruitment, screening, and enrollment of research patients
- 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 psychiatric assessments and scores questionnaires
- Provides basic explanation of study and in some cases obtains informed consent from subjects
- Performs study procedures, which may include phlebotomy (a course is offered at MGH)
- Assists with study regulatory submissions
- Ensuring compliance with the MGH IRB and other federal and institutional guidelines
- Writes consent forms
- Verifies subject inclusion/exclusion criteria
- Periodic special projects, such as a grant submission or a journal article submission
- 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:

- Critical thinking skills and ability to independently resolve problems
- Careful attention to details
- Good organizational skills
- Time management and ability to prioritize
- Ability to follow directions
- Good communication skills, written and verbal
- Computer literacy
- Working knowledge of clinical research protocols
- Ability to demonstrate respect and professionalism for subjects' rights and individual needs
- Data management and analysis knowledge is advantageous, though not required

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:

We are looking for candidates who possess at least a bachelor's degree.

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.