

## **Clinical Research Coordinator** - (3286375)

A new program focused on preventive and early mental health interventions for children and parents in the division of Child and Adolescent Psychiatry is seeking a full time Clinical Research Coordinator (CRC) to assist our team that is developing mental health interventions and clinical research protocols for children and families.

Our patient care programs include the (1) The Integrated Primary Care (IPC) program for children and youth (infants - age 21), and (2) trauma-informed interventions in the outpatient clinic in the child and adolescent psychiatry division. Interventions include developmental guidance, strengthening the parent-child relationship, and addressing emerging behavioral difficulties, and addressing significant emotional and behavioral dysregulation.

The CRC will gain experience and knowledge of mental health program development, working with mental health researchers and clinicians including study design, data collection, data analysis and interpretation of results.

We are seeking a CRC who is respectful and professional toward all team members' and participants' rights and individual needs. The candidate must have prior experience and skills in working well within a team and demonstrate excellent interpersonal, organizational, communication, and writing skills. Our ideal candidate has a strong interest in mental health interventions for children and families and relevant background and college coursework. Candidates from diverse backgrounds are strongly encouraged to apply.

Clinical Research Coordinator II responsibilities:

- Conduct literature review and library searches
- Assist with developing and managing IRB protocols for the study
- Perform administrative support duties
- Verify subject inclusion/exclusion criteria
- Provide basic explanation of study and obtain informed consent from participants
- Collect and/ or organize patient data including surveys, interviews, clinical assessments, and biospecimen data
- Obtain patient study data from medical records, physicians, etc.
- Document patient visits and procedures
- Maintain records and databases (e.g., RedCap data collection and management)
- Use software programs to generate graphs and reports (e.g., R, Excel, SPSS, SAS)
- Verify accuracy of study forms and update study forms per protocol
- Assist with regulatory binders and QA/QC procedures
- Assist with study regulatory submissions
- Assist in preparing manuscripts and grant applications

## **EDUCATION:**

- Bachelor's degree required.

## **EXPERIENCE:**

- Bachelor's degree and availability to work in-person are required. Bachelor's degrees in psychology, child development, maternal health, public health, neuroscience or related discipline preferred. Prior experience in healthcare or research experience required.

### **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 Main Campus

### **Work Locations**

MGH Main Campus

55 Fruit Street

Boston 02114

### **Job**

Clinical

### **Organization**

Massachusetts General Hospital(MGH)

### **Schedule**

Full-time

### **Standard Hours** 40

### **Shift**

Day Job

### **Employee Status**

Regular

### **Recruiting Department** MGH Psychiatry

### **Job Posting**

Apr 17, 2024

[Apply here!](#)