

Clinical Research Assistant at Boston Children's Hospital

Job Posting Description

Position Summary/ Department Summary:

We are seeking a clinical research assistant to join a dynamic team working to implement genomic medicine to improve neonatal and infant health. Under immediate supervision, the CRA will coordinate the activities of daily operations of our clinical genomic research studies via direct interaction with team members as well as families in the neonatal intensive care unit, throughout the hospital, or in the outpatient setting. The CRA will be responsible for the screening, consenting, recruitment, and selection of patients. They will also prepare IRB documentation and submissions in conjunction with the Principal Investigator and/or other members of the research team. They will also conduct data collection activities and prepare analytical reports regarding results of studies, and assist in analysis of clinical and genomic data as well as assist with manuscript preparation.

Key Responsibilities:

- Consents and recruits patients for research studies through personal interviews and written communications with patients/families. Provides detailed background information regarding studies to families, communicates all policies and procedures, and responds to all inquiries. Evaluates suitability of prospective study candidates and makes selections based upon clinical knowledge of each study.
- Serves as liaison to the families/patients in the research studies, conducted at both on site and off site locations, guiding and advising them throughout each phase of the study. Coordinates follow up visits as necessary. Acts as a resource to study participants, addressing any concerns they may have. Troubleshoots resolution of any issues that may arise throughout the study.
- Coordinates and prepares the necessary documentation for Institutional Review Board IRB and Committee on Clinical Investigations CCI submissions, together with the Private Investigator of the study.
- Creates and prepares data collection statistical reports and analytical summaries for distribution to study research team for review and analysis. Writes articles and summary papers of studies for submission to medical journals, as may be necessary/requested.
- Participates in the training of newly hired research study assistants, as required.
- Coordinates activities between the hospital and research laboratories to ensure correct testing/processing and send out instructions specific to the study. Communicates project policies and procedures to personnel. Monitors and reviews data collection and data entry, and informed consent procedures ensuring consistency of application for each study.
- Performs other miscellaneous administrative duties as assigned or required.

Minimum Qualifications**Education:**

- A Bachelor's degree is required in STEM or Psychology.

Experience:

- No experience is required for this role.

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