Clinical Research Asst 1, Trauma Research Consortium, Baylor Scott & White, Waco, TX

This position will work with the Trauma Research Consortium (TRC). The TRC is led by Dr. Suzy Gulliver, Dr. Mark Powers, and Dr. Ann Marie Warren. The TRC's mission is to increase resilience and enhance the quality of life in trauma survivors via scholarly collaboration between researchers, treatment providers, and community stakeholders. Topics of research at the TRC include substance use, PTSD, suicide, stigma, peer support, & mTBI in first responders, veterans, and other trauma-exposed populations.

Location/Facility **Hybrid**; Waco – 2201 MacArthur Dr., Waco, TX

JOB SUMMARY

The Clinical Research Assistant 1 assists the research team in the implementation and conduct of clinical trials per federal, state and institutional guidelines by performing delegated tasks during all phases of trials from pre-study implementation through study closure.

ESSENTIAL FUNCTIONS OF THE ROLE

- Assists with the implementation and conduct of clinical research projects as delegated to assure successful achievement of quality, safety, regulatory and financial outcomes including maintaining regulatory binders, recruiting and retaining study subjects, researching billing compliance, performing procedures and collecting data, query resolution.
- Performs specific technical tasks and procedures which may include performing phlebotomies, recording test subject's vital signs, height and weight, collecting and distributing subject diaries and questionnaires, and other study specific procedures or tests as assigned. Records data.
- Assists with approved research subject recruitment, retention and communication including conducting telephone screens, participating in research marketing activities such as health fairs, building and maintaining department databases of potential subjects, scheduling study subject appointments, making and receiving subject telephone calls, and relaying appropriate information.
- Maintains inventory of study-specific and clinical supplies. Works to assure protocol compliance and efficient workflow including organizing clinical work areas, counting and ordering lab kits, shipping materials, and checking and replacing expired items.
- Prepares Institutional Review Board materials and communications.

KEY SUCCESS FACTORS

- Good written and oral communication skills.
- Good computer skills, including Microsoft Office. Access or other database experience preferred.
- Ability to establish and maintain effective working relationships.
- Ability to manage time sensitive projects in order to meet deadlines.
- Phlebotomy skills preferred.

BENEFITS

Our competitive benefits package includes the following

- Immediate eligibility for health and welfare benefits
- 401(k) savings plan with dollar-for-dollar match up to 5%
- Tuition Reimbursement
- PTO accrual beginning Day 1

Note: Benefits may vary based upon position type and/or level

QUALIFICATIONS

EDUCATION: H.S. Diploma/GED Equivalent

EXPERIENCE: Less than 1 Year of Experience

Preferred: a Bachelor's degree in psychology or public health with an interest in behavioral health research in trauma exposed populations.

To apply, visit: https://jobs.bswhealth.com/us/en/job/22011820/Clinical-Research-Asst-1