

**Clinical Research Specialist I - HBCD
63435BR**

Medicine-Newborn Medicine

Job Posting Description

The Fetal-Neonatal Neuroimaging and Developmental Science Center, Laboratories of Cognitive Neuroscience, and Department of Psychiatry and Behavioral Sciences at Boston Children's Hospital seek to hire a full-time Clinical Research Specialist I responsible for executing tasks associated with The HEALTHy Brain and Child Development Study (HBCD). The HBCD Study aims to examine brain and behavioral development in children with and without substance exposure and other variable environments from pregnancy to age 10 years. This nationwide longitudinal study will use neuroimaging (MRI, EEG), behavioral, physiological, psychological, and biospecimen measures to understand neurodevelopmental trajectories.

Responsibilities:

- Assist Principal Investigators (PIs) in planning and implementing clinical research studies. Coordinate preparation of protocol applications for submission to the IRB, sponsor, or regulatory authority. Correspond with the IRB, NIH, study sponsors, clinical research organizations, study participants, and referring physicians.
- Assist with the recruitment of study participants for study enrollment. Follow study protocols. Complete informed consent procedures. Organize strategies for recruiting study participants, screen study participants for eligibility on the telephone, in the clinic, and other settings. Complete follow up assessments with study participants in prescribed settings. Organize study procedures and schedule study participants for study visits. Write/update study protocol/materials.
- Assist in executing study visits remotely, in the lab, and in the home, including performing data collection, and helping with behavioral testing, conducting MRI scans, EEG data collection, and biological sample handling. Oversee data management and participate in the processing of data.
- Assist during study visits. Perform study procedures designated for the Study Coordinator.
- Work with and coordinate a team of research staff associated with the research project. Manage communications with staff at collaborating sites and related organizations within and outside the hospital.
- Attend and/or lead study-related meetings; train collaborators off-site. Under the direction of the PIs, organize hiring and training of new research staff.
- Complete record abstraction of source documents, conduct required study measurements, and complete study data forms in accordance with best practice methods and study rules. Conduct a QC check of completed data forms prior to submission for data entry; coordinate resolution of all data queries. Complete data entry as warranted.
- Comply with all institutional policies and government regulations pertaining to human subjects protections. Maintain regulatory binders, case report forms, source documents, and other study documents. Monitor the occurrence of clinical adverse

events, reporting any to the (PIs), the study sponsor, and Committee on Clinical Investigations (IRB). Update protocol and amendment changes.

- Assist investigators in data and/or document preparation for posters and journal publications. Perform grant activities, including literature searches and article retrieval.
- Manage biosample inventory, coordinating with local and collaborating biorepositories.
- Monitor and manage equipment, supplies, purchasing.
- Coordinate participant referrals.

Qualifications:

- A Bachelor's degree AND a minimum 3 years of relevant work experience, or Masters of Science and 1 year of relevant work experience
- Sensitivity in working with multicultural populations, women, infants, and young children and demonstrated commitment to diversity, equity, and inclusion
- Ability to work evening hours and weekends as needed
- Ability to assist with grant preparation, publications, presentations, and IRB applications

Preferred Qualifications:

- Fluency in English and Spanish
- Proficiency in database software (e.g., Word, Excel, PowerPoint)

BCH offers competitive compensation and benefits

Full-Time

Regular, Temporary, Per Diem

Regular

Standard Hours per Week

40

Office/Site Location

Boston

Job Category

Research

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