Clinical Research Coordinator II - Recovery Research Institute - (3131217)

GENERAL SUMMARY:
The Recovery Research Institute (RRI) within the Massachusetts General Hospital (MGH) Department of Psychiatry is recruiting a part time Clinical Research Coordinator II (RC) to work 20 hours per week. The RC will work with Dr. David Eddie on his National Institute of Alcohol Abuse and Alcoholism (NIAAA) funded study developing the algorithms that will enable the biosensors embedded in commercially available smartwatches to detect stress in real time using physiological measures of autonomic arousal, which will ultimately be used to trigger smartphone relapse prevention apps to prompt patients with real-time coaching to mitigate alcohol use relapse risk. The RC will be responsible for helping with a variety of study tasks, including participant management (e.g., recruitment, enrollment, and follow-ups), correspondence with the Institutional Review Board (IRB), study data management, and assistance with grant finances. This individual will be joining an established team of faculty and staff, including other RCs. Dr. Eddie is the study PI and will supervise and support all RC activities. **The candidate will ideally be able to start ASAP or early Fall 2020.**

In order to apply, candidates must submit materials through the MGH Careers application portal at https://www.massgeneral.org/careers/jobsearch.aspx and search for Job Number **3131217**.

Please complete the online application and be sure to include BOTH a cover letter AND your curriculum vitae all saved as one document. In your cover letter, please speak to the following four points:

1) Why you are interested in working with Dr. Eddie and/or at the RRI
2) Your skills and previous research experience that would make you an asset to Dr. Eddie's project
3) Your career goals

Please email Dr. Eddie, deddie@mgh.harvard.edu if you have any questions about the position or the application process.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Please note, the functions below are representative of major duties that are typically associated with these positions. Specific responsibilities may vary based upon departmental needs. Similarly, not all duties that have been outlined will be assigned to each position.

- Collects & organizes patient data
- Maintains records and databases
- Uses software programs to generate graphs and reports
- Assists with recruiting patients for clinical trials
- 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 and scores questionnaires
- Provides basic explanation of study and in some cases obtains informed consent from subjects

- Performs study procedures, which may include phlebotomy.
- Assists with study regulatory submissions
- Writes consent forms
- Verifies subject inclusion/exclusion criteria
- 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:

- Careful attention to details
- Good organizational skills
- Ability to follow directions
- Good communication skills
- Computer literacy
- Working knowledge of clinical research protocols
- Ability to demonstrate respect and professionalism for subjects' rights and individual needs

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:

- Bachelor's degree required.

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.

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.