

# **Clinical Research Coordinator I, Center for Genomic Medicine** - (3292356)

## **GENERAL SUMMARY/ OVERVIEW STATEMENT:**

The Doyle Laboratory in the Center for Genomic Medicine at Massachusetts General Hospital (MGH) is seeking a motivated, enthusiastic candidate to join our research group. Our research group has one open position for Clinical Research Coordinators (CRC) to work on a study that integrates clinical psychology, developmental psychopathology, pediatric neuropsychology, and psychiatric genetics. The CRCs will be based in the laboratory of Alysa Doyle PhD, a clinical psychologist in the MGH Psychiatric and Neurodevelopmental Genetics Unit. Dr. Doyle holds faculty appointments in the Department of Psychiatry and the Center for Genomic Medicine.

A major goal of the study is to clarify the risk mechanisms underlying the development of neuropsychiatric illness across the lifespan and factors that mitigate and exacerbate that risk. More specifically, we are interested in the roles that genetics and cognition play in youth outcomes and how information related to these factors can be leveraged in the child psychiatric setting. Ultimately, this work is intended to improve the long-term outcomes of children and adolescents with or at risk for neuropsychiatric illness, including ADHD and mood disorders.

We are seeking a motivated candidate to assist with all facets of the clinical research process. Start date ranges from July to September, 2024. Job duties include participant recruitment, assessment (with cognitive tests and structured diagnostic interviews), literature reviews, assistance with grant and IRB submissions, data entry, and manuscript writing and preparation. Such work can earn co-authorship on empirical papers. Individuals who have previously held this position have typically gone on to doctoral programs in clinical psychology, but there are opportunities to increase responsibilities within the lab setting over time.

The successful candidate will have a BA or MA in psychology or a related field. S/he should be a clear and effective communicator, demonstrating strong interpersonal skills that can facilitate connections with potential research participants as well as members of our interdisciplinary research team in a fast-paced environment. S/he should have excellent attention to detail and strong problem solving skills. Candidates should be prepared to provide a transcript at

least one letter of recommendation if they are invited to interview for the position.

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.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- 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.

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