Research Assistant I Psychiatry - (3278039)

This Research Assistant will work under the supervision of Dr. Jessica Lipschitz (primary) and Dr. Burdick (secondary) to provide assistance on several active psychiatric clinical research studies. Studies will focus on use of digital tools to better understand and treat mental and behavioral health concerns. Examples include a study using Fitbits and ecological momentary assessment to better understand bipolar disorder and a study on improving patient engagement with a mobile app intervention to treat depression and anxiety disorders. Role will offer motivated individuals opportunities to be involved in publications. The Research Assistant will be responsible for the following activities: recruiting and evaluating subjects for studies; collecting and organizing study subject data; preparing and submitting IRB documents; scheduling subjects for study visits; maintaining and updating data generated by the study.

Employees may not perform all duties described, but should have the ability to perform them if necessary.
1. Provides assistance on clinical research studies as per study guidelines and protocols.
2. Recruits and evaluates potential study subjects, including from outpatient clinics and inpatient floors within the hospital. Per protocol instruction, conducts telephone interviews and schedules potential subjects for screening and study visits.
3. Interacts with subjects with regard to study, including subject education, procedural instruction, follow-ups.
4. Completes one-on-one structured clinical interviews with subjects under supervision of and with training from study PI.
5. Responsible for collecting data and maintaining study database. Required to input data, do basic descriptive analyses, assist with qualitative analyses, and run various reports. Maintains subjects' records as part of record keeping function.
6. Responsible for mailing various study information or packets to study subjects.
7. Answers any phone calls and inquiries regarding study protocol. Refers participants when appropriate to clinical staff.
8. Works with internal and external regulatory bodies to ensure adherence to practical and ethical guidelines.
9. Responsible for preparation and submission of research protocols to the IRB.
10. Maintains inventory and orders supplies when necessary.
11. Assists with organization of research meetings, participant scheduling and other administrative tasks.
12. All other duties, as assigned

HOSPITAL WIDE RESPONSIBILITIES:
Works within legal, regulatory, accreditation and ethical practice standards relevant to the position and as established by BWH/Partners; follows safe practices required for the position; complies with appropriate BWH and Partners policies and procedures; fulfills any training required by BWH and/or Partners, as appropriate; brings potential matters of noncompliance to the attention of the supervisor or other appropriate hospital staff.

- B.S. or B.A. with a concentration of psychology, neuroscience, biology or a related field.
- Past research experience (through previous employment, senior thesis, summer jobs or other similar experiences)
- Excellent interpersonal skills are required for working with the study participants.
- Strong time management skills for ensuring implementation of several concurrent studies.
- Good oral and written communication skills.
- Ability to work independently day-to-day.
- Knowledge of clinical research protocols.
- Knowledge of computer programs, databases, etc.
- Excellent organizational skills and ability to prioritize a variety of tasks.
- Careful attention to detail.
- High degree of computer literacy
- Strong critical thinking skills and ability to independently resolve problems
- Working knowledge of data management software and procedures
- Working knowledge of clinical research protocols and Good Clinical Practice
- Ability to demonstrate professionalism and respect for subjects rights and individual needs.

EEO Statement

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