Laser Surgery Care
Stephen E. Goldstone, M.D., F.A.C.S • Joseph P. Terlizzi, M.D.

We are looking for a recent (or soon to be) college graduate for a Clinical Research Coordinator position. This is a paid, two-year, full-time mentored position and an ideal gap-year opportunity for pre-medical students. In addition to first-hand experience in our ambulatory surgical practice, prospective hires will be guided through the medical school application process by Dr. Stephen Goldstone.

Laser Surgery Care is an outpatient private surgical practice in Manhattan, New York with a reputation for excellence in patient care and research. The practice specializes in anorectal health with a research focus on anal dysplasia associated with human papillomavirus. Dr. Stephen Goldstone is a board-certified surgeon, a fellow of the American Society of Colon and Rectal Surgeons, and an affiliate of Mount Sinai Hospital. Dr. Joseph Terlizzi is a board-certified colorectal surgeon, a fellow of the American Society of Colon and Rectal Surgeons, and an affiliate of Mount Sinai Hospital.

General Summary/Overview
Manage the administrative and regulatory aspects of clinical studies, including major National Institutes of Health (NIH) studies being conducted at Laser Surgery Care with oversight and direction from the Principal Investigator (PI) and Subinvestigators (SI). The studies investigate prevention and treatment of human papillomavirus (HPV) induced anal dysplasia primarily in men who have sex with men (MSM).

Responsibilities include:
- Assisting the PI and SI during study visits including obtaining vital signs, collecting and processing specimens, obtaining brief medical and sexual histories, obtaining informed consent, and addressing any patient questions and concerns.
- Meeting regularly with the PI and SIs to resolve any queries from the IRBs, sponsors, or patients.
- Assisting patients with scheduling study visits, collecting and dispensing study-related materials, and addressing any questions or concerns.
- Reviewing and understanding ICH GCP, individual protocols, and associated materials.
- Communicating regularly with the sponsors conducting the studies/Clinical Research Associates (CRA) to ensure that all data is being collected accurately and in a timely fashion.
- Maintaining up-to-date regulatory documentation on site per the requirements of the Institutional Review Boards (IRB) and the sponsors.
- Collecting and prepare specimens for daily overnight shipment.
- Assisting in Medical Assistant duties when necessary.

Education & Experience
- Minimum of two year commitment (40hrs/week, full-time)
- Bachelor’s degree by late May/early June 2019
- Clinical and/or research experience preferred

Skills & Abilities
- Sharp organizational skills, attention to detail, and ability to prioritize responsibilities.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to confidently handle sensitive information.
- Working knowledge of Windows software applications including Microsoft Word and Excel.
- Ability to make decisions independently and to escalate issues as needed.

Anticipated start date: Late May or early June 2019
If interested, please e-mail résumé to: medicalassistant@lasersurgerycare.com