Research Assistant – Sports

Overview
This individual will be an integral member of the research team in compliance with all regulatory, institutional, and departmental requirements. The candidate will participate in all research study related activities and quality assurance of data for the projects that will come out of The Sports Medicine Service. The candidate will play an integral role in day-to-day research activities and patient coordination; ensuring efficient operations.

RESPONSIBILITIES:

Research/Registry:
Assist in the synchronization of research activities within sports medicine under the direction of the Associate Scientist and Research Coordinator and serves as a liaison between the clinicians, research staff, and other research assistants.

Provide overall administrative support for registry/clinical research activities. Provides timely reports to Director, Institutional Review Board, Principal Investigator, National Institutes of Health and/or sponsor for each research project.

Contributes to Sports Medicine research through:

• Recruitment process (conducts informed consent process)
• Data collection
• The development and build of Clinical Research Forms
• Assures that research is done in an accurate and efficient manner.

Ensures that all research related regulatory, institutional, and departmental compliance requirements are met as appropriate.

Handles I.T. communications (requests) and generates reports from the registry as needed.

Facilitates completion of all internal documentation needed for research (IRB applications, conflict of interest forms, data collection forms, etc.)

Assists in data collection for registry/research-specific studies including but not limited to the performance of measurements for applicable studies, collection of clinical data from patients directly, and manage the performance of all other duties as put forth in the protocol.

Acts as a clinician’s scribe in the operating room in order to collect vital intraoperative registry data during surgical cases.

Maintains and enhances professional growth through participation in seminars, research meetings, Sports Medicine grand rounds, and internal training sessions to keep abreast of trends in the field of Sports Medicine research.

Assists in patient care coordination by assuring patients complete sports forms and patient reported outcomes prior to office visits.

MINIMUM JOB REQUIREMENTS:
Education/Training: Bachelor’s degree required

Experience:

• Prior research experience
• Prior Epic experience
• Prior hospital experience
• Knowledge of Good Clinical Practice and Good Technology Practice
• Excellent communication skills
• Proficient use of computers and software
• Knowledge of Orthopaedic and/or Rheumatologic terminology is a plus.

HOW TO APPLY:

Please send a copy of your resume to warnert@hss.edu and riosj@hss.edu.