Clinical Research Coordinator (3072619)

GENERAL SUMMARY/ OVERVIEW STATEMENT

The Allergy/Immunology Unit within the Division of Rheumatology, Allergy and Immunology at Massachusetts General Hospital is seeking a full-time Research Assistant to work with one Allergy/Immunology Principal Investigator (PI). This research will use methods of clinical epidemiology, health services research, economics, and simulation modeling (including cost-effectiveness analysis) to study the epidemiology of drug allergy, evaluate the frequency and predictors of drug allergy, disparate clinical outcomes realized for those with prior allergy, and costs involved in the identification and management of drug hypersensitivity.

Example projects include:
- Identification of the optimal penicillin allergy evaluation to improve inpatient care
- Assessing the clinical and economic impact of reported penicillin allergy
- Assessing cost-effectiveness of penicillin skin testing
- Assessing cost-effectiveness of risk stratification in chemotherapy hypersensitivity patients
- Identifying ICD 9/10 coding algorithms for studying drug allergy epidemiology
- Defining the epidemiology and incidence of allergic drug reactions
- Understanding the benefits of skin testing and drug challenge to patient outcomes

Ideal Research Assistants frequently go on to pursue careers in medicine, public health, epidemiology, and health policy research.

Interested candidates should apply via www.massgeneral.org/careers.
For more information regarding our research, please visit http://www.massgeneral.org/allergy/research/researchlab.aspx?id=1328&display=overview http://www.massgeneral.org/research/researchlab.aspx?id=1326

**When applying, please combine a cover letter and resume into a single document to upload.**

PRINCIPAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to, the following activities:
- Work collaboratively with investigators to conduct multiple clinical database, cost, and cost-effectiveness analyses on key aspects of drug allergy using various databases or a computer simulation models
- Database cleaning and validation of variables by electronic chart review
- Perform systematic literature reviews and synthesize relevant data
- Use reference software such as endnote to organize and format references
- Perform basic statistical analysis in SAS, STATA, R, or other software
- Participate in model development, refinement, and debugging in simulation software
- Contribute to the documentation of model inputs and creation of model user manuals
- Assist in abstract, poster, and manuscript preparation, as well as oral presentation of study results
- Organize group meetings including setting up conference calls and taking minutes
- Collaborate with Compliance Specialist to prepare Institutional Review Board (IRB) applications regarding human subjects compliance
- Help prepare grant applications and related documents
- Assist in preparation of slides for presentations, lectures and seminars
- Provide general administrative support to the PIs
- Educate, train, and assist with on-boarding of other research assistants and staff, as needed
QUALIFICATIONS

The position requires a Bachelors degree, with a strong background and demonstrated ability in quantitative analysis. The candidate must possess superior organizational, administrative, time management and communication skills with the ability to interact professionally at all levels. Additional qualifications include:

- Strong academic performance: 3.5 cumulative GPA strongly preferred, with an equal or stronger performance in your major(s)
- Capacity to manipulate and organize large amounts of data
- Exceptional attention to detail
- Proficiency with the standard Microsoft Office software (particularly Excel and PowerPoint as well as the ability to learn new computer applications)
- Familiarity with statistical programming software SAS, STATA, and/or R a plus
- Familiarity with EndNote
- Ability to work both independently and as part of a team, and to collaborate with team members located remotely
- Intellectual independence and initiative
- Interest in public health, health policy, economics, and/or medicine
- Previous research experience of 1 or more years preferred (can be while a student)

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED

Exceptional quantitative and analytical skills are essential. Computer skills, as described above, are required. The candidate must have excellent English language (spoken and written) skills.

WORKING CONDITIONS: Duties will be carried out in a typical office environment.

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.