Background:
The New York University School of Medicine’s Division of Healthcare Delivery Science, housed in the Department of Population Health, is leading a federally-funded initiative that involves partnerships with NYU School of Medicine Department of Radiology. This initiative is led by Dr. Leora Horwitz, Director of the Division of Healthcare Delivery Science and the Center for Healthcare Innovations and Delivery Science Patient Imaging Quality and Safety Laboratory (PIQS Lab). PIQS Lab consists of three projects that work synergistically to improve the quality and safety of radiology at NYU. The lab connects a multidisciplinary team of experienced clinicians and researchers from the NYU Departments of Radiology, Emergency Medicine, Medicine, Orthopedics, Surgery and Urology with operations, human factors and management experts at NYU Langone Health (NYULH), and design experts at the world-famous design firm IDEO.

Position Description:
We are seeking a qualified full-time Research Data Associate (RDA) for one of our three projects, which focuses on improving the safety and efficiency of inpatient vascular interventional radiology (VIR). The project has studied and characterized failures in the VIR process and is currently designing, implementing, and evaluating interventions to target these breakdown points.

The full-time RDA will primarily support all basic research needs for the project. This includes conducting literature reviews, collecting and analyzing quantitative and qualitative data, and completing basic analysis. In addition, the RDA will coordinate project activities by performing administrative tasks such as keeping consistent records of team meetings, decisions and progress and scheduling. The job will involve significant time spent in the hospital including hands-on patient contact. The full-time RDA will be supervised directly by the Project Coordinator for PIQS Lab.

Principal Duties and Responsibilities:

I Database Methodology: Utilizes the necessary tools to ensure protocol compliance to conduct direct data research.

- Utilizes established methodologies to collect patient information for the research project(s).
- Extracts data for publications, or provides data collection from outside physicians’ offices.
- Formats and uses tools to facilitate data collection (e.g., calendars, schedules, tracking logs, etc).
- Ensures protocol compliance, that is, that standard steps regarding eligibility criteria, follow-up, and required documentation is consistently followed in the time frame specified.
- Secures accurate signatures and forwards documents and/or forms to the appropriate destination based on prescribed policies and procedures.
- Reviews any issues that deviate from standard policy and procedure with supervisor.
- Reviews data with supervisor and then provides reports to all parties (e.g., data and safety monitoring committee, the principal investigator, sponsoring agency, etc.) on the progress of the study.
- Utilizes appropriate sources, gathers and compiles data, statistics and other materials as needed.
- Inputs data into the database and/or case report forms; ensures data entered is correct and consistent with the source document and completed in a timely and organized manner.
- Processes incoming and outgoing documents by transcribing data, figures, statistics, codes and other information.
- Completes paperwork and forms in a neat, accurate, timely manner and ensure subsequent data collection as required.
- Maintains copies of all required on-going documentation and forms for the files.
- Reviews data to be entered, edits obvious errors and obtains missing information.
- Prepares requested data and numbers thoroughly and accurately for statistical analyses and required reporting.
- Ensures that information in computer database is accurate, entered and maintained on a timely basis.
- Performs library searches and retrieves reference materials from various sources using Medline and PubMed.
- May request articles from medical journals.
- May prepare presentations for lectures or posters for conferences, utilizing PowerPoint.

II  Research Duties
- Recruitment capabilities and the screening of potential patients/subjects for eligibility to the study.
- Assists with the informed consent process
- Reviews all the elements of the screening process with the Principal Investigator
- Collaborates with various personnel that may be involved in assisting with specific aspects in the study.
- Interacts with patient/subject and families in a courteous and professional manner.
- Demonstrates knowledge of policies and procedures of the host institution where the study is being conducted and the regulatory requirements such as IRB and other approvals if necessary.
- Utilizes available resources and established procedures to identify problems for quick resolution.
- Conducts study visits, obtains and documents information within the time frame specified.
- Monitors any outward effects or issues regarding patient/subject safety and reports this to the Principal Investigator, Physician, Research Nurse, or Research Coordinator.
- Works with the principal investigators, radiology staff, and Project Coordinator to monitor the overall conduct of the study.
- Assures all study data are accurately recorded, reported and verified
- Produces accurate and timely minutes of research team meetings.

III  Interacts with Medical Staff, Patients
- Interfaces with varied persons, such as, School of Medicine and or Medical Center staff (e.g. physicians, nurses, radiology technicians).
- Works with project teams as to ensure project goals are met
- Works with Project Coordinator as part of a team to coordinate the project(s)
- Demonstrates knowledge of and follows proper study processes within current policies and procedures.
- Recognizes and identifies problems, appropriately escalates issues to supervisor as needed.
- Utilizes available resources and established procedures in order to rectify problems, communicates all changes.

Minimal Hiring Qualifications:
- Bachelor’s degree plus one year related experience or equivalent combination of education and experience.
- Strong writing and verbal communication skills.
- Attention to detail, thoroughness in approach
- Ability to think creatively, critically and strategically, and compile, analyze, and report information.
- Computer literate with excellent interpersonal skill and a team-oriented attitude

Job Expectations:
Teamwork: Cooperates with clinical staff, administration and other SOM and NYULH staff members.
Communication: Is clear and concise in oral and written communication with CTO staff, clinical staff, patients, subjects, and representatives from sponsors, SOM and other NYULH staff members.
Availability: Adheres to departmental policies and procedures with regard to attendance and punctuality.
Professional Development: Enhances professional growth and development through participation in seminars, professional affiliations and internal training sessions to keep learning the field of research data management.
Working Conditions/Physical Demands:
Might require physical and manual dexterity needed to lift minor equipment. Must be able to travel locally

For anyone wanting to apply to the part-time or full-time Research Data Associate position with PIQS lab, please send CVs/resumes and cover letters to emma.simon@nyumc.org (PIQS Lab project coordinator). Please explicitly state which position you are applying to in the email.