Example of Research Assoc Job Description

Our growing company is searching for experienced candidates for the position of research assoc. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for research assoc

- Support screening and recruitment activities toward goal of enrolling 160 eligible participants into treatment phase of study by early 2017
- Review medical records to identify inclusion and exclusion criteria of candidates
- Maintain record of recruitment activities including source of referral, contacts with candidates, disposition of candidates
- Work with the study nurse coordinator and recruitment coordinator to schedule participant visits according to study requirements
- Facilitate subject preparation for study visits (e.g., review visit preparation with subjects, visit reminder calls, appointment letters)
- As directed by study clinical staff, contact study participants between visits to obtain clinical information including tolerance of medication, reports of hypoglycemia, and blood glucose records
- Ensure appropriate resources (space, research staff) are available for study visits
- Prepare materials for subject visits, including laboratory collection kits, source documents and case report forms (CRF) and any required equipment and study medications
- Monitor and maintain inventory of study materials and supplies
- Direct interaction with clinical subjects may include obtaining biological samples, physical examinations (e.g., blood pressures, waist and hip measurements) and administration of questionnaires

- Process, package, and ship biological samples to central laboratory according to study protocol
- Maintain study source documentation and database of UM GRADE study participants
- Assist the study coordinator and investigators in preparation of regulatory submissions, including reporting of amendments, adverse events, administrative updates to UM IRBMED, and reporting same to GRADE data coordinating center and other regulatory bodies as required
- Post-secondary education of Associates degree or higher in life/health sciences or professional certification from an accredited program or experience in clinical research or health care
- Proficiency using MIChart (UMHS Electronic Medical Record System)
- Current PEERRS and HIPPA certification