Position Summary:

The Research Assistant is responsible for assisting with the performance of clinical investigation projects in a clinical setting, including recruitment of potential study subjects, collection and organization of data, scheduling patients for follow up appointments.

Essential Duties and Responsibilities: (Not listed in order of importance; other duties may be assigned)

- Performs data entry for clinical investigation projects and maintains databases.
- Assists in the preparation of technical reports, summaries, and protocols.
- Maintains study related documents and supplies in the investigator's office; secures, organizes and documents as required following all federal/ state regulations.
- Creates, collects, disseminates, maintains appropriate files of study data, and assists with review and completion of study manuals and SOPs.
- Screens consents and/or schedules potential research participants for testing or evaluation. Facilitates follow-up assessment reminders and scheduling.
- Extracts data from patient medical records; transcribes and resolves data queries in case report forms (hardcopy or electronic); prepares documents, under direction of project leaders; reports statistical analyses and descriptive data from patient's study books to be used in research/clinical investigations/studies reports.
- Maintains awareness and compliance of research regulatory issues.
- Communicates regularly with study team, under direction of project leaders, via email and conference calling as needed.
- Other duties consistent with the above responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's Degree required. Human Subjects training required.
- Approximately 2 years of experience in research/clinical investigations/studies required. Prior experience within the DoD/VA systems of care strongly preferred.
- Experience with traumatic brain injury and/or vestibular or audiological testing strongly preferred.

Knowledge:

- Must adhere to legal, professional and ethical codes with respect to confidentiality and privacy.

Abilities:

- Ability to organize, prioritize and meet deadlines.
- Excellent critical thinking, interpersonal and problem solving skills.
- Self-starter requiring minimal supervision.
- Develop and maintain effective working relationships with others.
- Ability to interpret and follow oral instructions.
- Able to perform detailed work with a high degree of accuracy.
- Able to read and interpret written information.

NOTE: While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs and/or ladders; balance; stoop, kneel, crouch or crawl; talk, hear or smell. The employee must occasionally lift and/or move up to 50 pounds occasionally or 20 pounds frequently. Specific vision abilities required by the job include close vision,

distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Valid state driver's license and ability to operate a motor vehicle required. May encounter patients who are confused, agitated, or abusive.

Work Environment:

Office and clinical environment. Must be available to travel locally, regionally and nationally.

Supervisory Responsibilities:

None for this position.

The statements herein are intended to describe the general nature and level of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer**. 9Line is an equal opportunity employer.**