We are seeking a BA-level Clinical Research Coordinator (CRC) to work on a study that integrates clinical psychology, developmental psychopathology, pediatric neuropsychology, and psychiatric genetics. The position is located in the laboratory of Alysa Doyle PhD in the MGH Psychiatric and Neurodevelopmental Genetics Unit. Dr. Doyle holds faculty appointments in the Department of Psychiatry and the Center for Genomic Medicine.

A major goal of the study is to clarify the risk mechanisms underlying the development of neuropsychiatric illness across the lifespan and factors that mitigate and exacerbate that risk. Additionally, we are seeking to evaluate the potential for recent genomic discoveries to improve risk stratification and early identification in child psychiatric settings. Ultimately, this work is intended to improve the long-term outcomes of children and adolescents with or at risk for neuropsychiatric illness, including ADHD and mood disorders.

We are seeking a motivated candidate to assist with all facets of the research process. A primary aspect of the job will be subject recruitment. The position will involve assessment of cognitive functions and possibly psychiatric symptoms in study subjects, as well as literature reviews, IRB submissions, data entry and presentation, and manuscript and grant preparation. Individuals who have previously held this position have typically gone on to doctoral programs in clinical psychology or medical school.

The successful candidate will be a clear and effective communicator, demonstrating strong interpersonal skills that can facilitate connections with potential research participants as well as members of our interdisciplinary research team in a fast-paced environment. S/he should have excellent attention to detail and strong problem solving skills. Candidates should be prepared to provide a transcript at least one letter of recommendation if they are invited to interview for the position.

Salary varies depending on prior experience. Generous benefits package.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

*Please note, the functions below are representative of major duties that are typically associated with these positions. Specific responsibilities may vary based upon departmental needs. Similarly, not all duties that have been outlined will be assigned to each position.*

- Collects & organizes patient data
- Maintains records and databases
- Uses software programs to generate graphs and reports
- Assists with recruiting patients for clinical trials
- Obtains patient study data from medical records, physicians, etc.
- Conducts library searches
- Verifies accuracy of study forms
- Updates study forms per protocol
- Documents patient visits and procedures
- Assists with regulatory binders and QA/QC procedures
- Assists with interviewing study subjects
- Administers and scores questionnaires
- Provides basic explanation of study and obtains informed consent from subjects
- Performs study procedures, which may include phlebotomy.
- Assists with study regulatory submissions
- Writes consent forms
- Verifies subject inclusion/exclusion criteria
- Performs administrative support duties as required
A Clinical Research Coordinator II performs the duties of a Clinical Research Coordinator I (above) and may also:

- Maintain research data, patient fields, regulatory binders and study databases
- Perform data analysis and QA/QC data checks
- Organize and interpret data
- Develop and implement recruitment strategies
- Act as a study resource for patient and family
- Monitor and evaluate lab and procedure data
- Evaluate study questionnaires
- Contribute to protocol recommendations
- Assist with preparation of annual review
- Assist PI to prepare complete study reports

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

- Careful attention to details
- Good organizational skills
- Ability to follow directions
- Good communication skills
- Experience interacting with a pediatric patient population
- Computer literacy
- Working knowledge of clinical research protocols
- Ability to demonstrate respect and professionalism for subjects’ rights and individual needs

The Clinical Research Coordinator II should also possess:

- Ability to work independently and as a team player
- Analytical skills and ability to resolve technical problems
- Ability to interpret acceptability of data results
- Working knowledge of data management program

Qualifications - External

*** Tentative Start Date Summer 2022

EDUCATION:

- Bachelor’s degree required. Undergraduate major in psychology or relevant field preferred.

EXPERIENCE:

- New graduates with some relevant course/project work or those without any prior research experience will be considered for the Clinical Research Coordinator I position outlined above.
- Those with a minimum of 1-2 years of directly related work experience will be considered for a Clinical Research Coordinator II position.

SUPERVISORY RESPONSIBILITY (if applicable):

- A Clinical Research Coordinator I does not have any supervisory responsibility.
- A Clinical Research Coordinator II may assist with the training and orientation of new staff members.