

Job Description

Research Aide-21293

Description

Position Summary

Under direction, provides support in the implementation and conduct of clinical research studies, drug company studies, and various other research protocols in the Department of Radiology. Works closely with the research team to facilitate and support the enrollment, study conduct, patient scheduling, coordination of multiple visits as needed, and data collection of research subjects. Performs data entry on a timely and accurate basis, as well as follows up with missing or incorrect data. Assist PI and research coordinators in the recruitment and enrollment process of study subjects.

Position Activities

- Assists Research Coordinators and PIs/Faculty in recruitment process of research participants. Reviews and screens potential subject history and record information. Assess potential subject eligibility for inclusion in a research study.

- Schedules study visits, procedures and test. Tracks research participants for periodic required follow-up (annual, biannual), telephone interviews and follow- up calls. Maintains current addresses, contact info, phone numbers, etc. Arranges for follow-up visits or telephones calls with subjects during conduct of the study/protocol.

- Assists principal investigators and/or Research Coordinator in scheduling and coordinating visits, tests and procedures as necessary. Ensures complete, accurate and timely compilation and submission of subject data.

- Performs data entry on a timely and accurate basis, as well as follows up with missing or incorrect data maintains and updates computerized database with subject information as required by the Clinical Research Office/Sponsor. Performs weekly updates of database.

- Attends internal research meetings, takes meeting minutes, maintains and distributes accurate minutes.

- Performs clerical duties including, but not limited to: maintaining organized files, and e-files; relaying/running documents between various offices; obtaining needed signatures on various research documents; organizing/scheduling/rescheduling research meetings; ; and frequent interaction with other departments within institution.

- Complies with institutional policies, federal, state and local regulations and laws regarding

the conduct of research and confidential information. Complies with HIPAA Privacy and Security and IRB regulations. Maintains confidentiality of Patient Health Information (PHI), PII, and health records, research grants and funding information, sources, etc.

- Performs other related duties as assigned.

Qualifications

Minimum Requirements

- Bachelor's (B.A. or B.S) degree.
- At least 1 year of experience in a professional setting (office, lab, university, or hospital)

Skill and Abilities

- Excellent computer skills Microsoft Office - Excel, Word, PowerPoint.
- Strong communication and interpersonal skills; demonstrated ability to interact with multiple constituencies and exercise "people skills"
- Ability to work independently within a team focused environment.

No relocation assistance is provided for this position.

Visa sponsorship is not available for this position.

Founded in 1898, and affiliated with what is now New York-Presbyterian Hospital since 1927, Weill Cornell Medical College is among the top-ranked clinical and medical research centers in the country. In addition to offering degrees in medicine, Cornell also has Ph.D. programs in biomedical research and education at the Weill Graduate School of Medical Sciences, and with neighboring Rockefeller University and the Sloan-Kettering Institute, has established a joint MD-PhD. program for students to intensify their pursuit of Cornell's triple mission of education, research, and patient care.

Weill Cornell Medical College's educational mission emphasizes the importance of combining a strong foundation in the medical sciences with extensive clinical training in patient care. By promoting a true social commitment, stimulating creativity, and fostering independent thought and study, Weill Cornell Medical College continues to cultivate the best of tomorrow's leaders in the field of medicine.

Weill Cornell Medical College is an equal opportunity, affirmative action educator and employer.

JobWCMC-Research

Primary LocationNew York City

OrganizationRadiology

ScheduleFull-time

Overtime StatusNon-exempt

Number of Openings1

Minimum Salary-\$34,055

Grade-3