Senior Research Aide

Description

Position Summary

Under general supervision, the Senior Research Aide coordinates multiple research studies in the Department of Radiology. Responsibilities will include assisting with screening and recruiting of study subjects; collecting and entering data into study specific systems; maintaining study records including regulatory documents, subject logs, and study-related communications; and performing other job related duties as assigned.

Position Activities

- Assists in coordinating and implementing assigned clinical research protocols. Works closely with research team, including principal investigator, co-investigators, research coordinator, and other research support staff, to help facilitate study subject enrollment, study visits, and data collection. Acts as a resource for detailed information on assigned protocols and other investigational research activities.
- Assists research coordinator with the preparation and submission of documents for The Clinical Study Evaluation Committee (CSEC) and Institutional Review Board (IRB) review, including applications, consent forms, and billing compliance documentation. Under direction, continues IRB correspondence in a timely fashion throughout the duration of the study, including amendments, safety reports, annual reviews, and closeout, in collaboration with the PI. Maintains accurate and complete regulatory records, including study-related communications, as applicable.
- Under direction, oversees recruitment of research subjects including screening subjects for inclusion in a research study based on predetermined study criteria. Schedules study visits, procedures and test. Assists principal investigators and/or research coordinator in scheduling and coordinating study related visits, tests and procedures as necessary. Collects, completes, and enters data into study specific case report forms or electronic data capture systems; ensures the integrity of the data submitted on Case Report Forms or other data collection tools by careful source document review; ensures complete, accurate and timely compilation and submission of subject data. Collects specimens, as needed, and delivers and/or ships pertinent subject specimens as required per protocol. Completes subject payment requisition documentation for assigned protocols and provides subject compensation to study participants as needed.
- Registers subjects with the sponsoring agency and/or contract research organization as needed, as well as submits subject enrollment information and verifies that subject cases are created and closed, accordingly, in the institutional enrollment and tracking system to meet the requirements set forth by the Office of Billing Compliance.
- Performs all research activities in compliance with hospital and department policies and procedures, and to adhere to all applicable HIPAA, IRB guidelines, GCP, billing compliance, safety and internal policies.

- Participates in group research meetings with research staff. Performs other duties as directed by supervisor and provides coverage to other research support staff as needed.

Qualifications

Minimum Requirements

- Bachelor's degree in a related field required.
- One to two years of closely related clinical and/or research experience required. Previous experience with clinical trials involving human subjects research is strongly preferred.
- Knowledge of Microsoft Office required.

Skill and Abilities

- Ability to multitask; with strong organizational and time management skills
- Excellent written and verbal communication skills.
- Demonstrated ability to adjust quickly to changing priorities and conditions.

Job
WCMC-Research
Primary Location
New York City
Organization
Radiology
Schedule
Full-time
Overtime Status
Non-exempt
Grade
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