JOB TITLE: Research Assistant (Full-time for 1 year)

Established in 2005 as a joint initiative of Harvard Medical School (HMS) and the Harvard School of Public Health (HSPH), the mission of the Center for Surgery and Public Health (CSPH) is to advance the science of surgical care delivery by studying effectiveness, equity, and value at the health system and population levels, to inform policy, and to provide support for faculty and trainees committed to excellence in health services research (HSR).

GENERAL SUMMARY:
The RA will primarily be involved in a study we are conducting that uses case studies at different healthcare systems across the US as a part of a NIH-funded study focused on advanced care planning (ACP) discussions between patients and their doctors. ACP refers to discussions around patient values and preferences for their care as they become seriously ill, including end of life discussions. This study uses both quantitative and qualitative methods, including quantitative data analysis of Medicare claims data and qualitative data collection through interviews, case studies and focus groups. The RA will be involved with other studies or projects as they arise.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
1. Provides assistance on clinical research studies as per study guidelines and protocols.
2. Recruits and evaluates potential study participants. Per study protocol, conducts interviews or schedules patients for study visit and screening.
3. Communicates study information to patient participants via phone and mail, including patient education, informational packets, procedural instruction, follow-up. May serve as a liaison between patient and physician.
4. Collects data and maintains confidential patient records and participant database. May be required to input data, conduct basic analyses and run various reports.
5. Answers any phone calls and inquiries regarding study protocol. Refers participants when appropriate to supervisor or clinical staff.
6. Monitors and sets up any needed equipment in the office.
7. Maintains regulatory documents and IRB as needed.
8. All other duties, as assigned.

QUALIFICATIONS:
Bachelors with 2-3 years experience or Masters

SKILLS/ABILITIES/COMPETENCIES REQUIRED:
• Excellent interpersonal skills are required for working with the study participants.
• Good oral and written communication skills.
• Knowledge of computer programs such as excel, word, outlook etc.
• Excellent organizational skills and ability to prioritize a variety of tasks.
• Careful attention to detail.
• Ability to demonstrate professionalism and respect for subjects’ rights and individual needs.

SUPERVISING RESPONSIBILITIES:
None

WORKING CONDITIONS:
Will be based in a Partners facility and will directly interact with the project team members. Will also have opportunities to engage in work-related travel, and to attend research meetings, webinars and sessions, as appropriate.