The Functional Outcomes and Recovery after Trauma Emergencies (FORTE) project collects long-term clinical, physical and mental health outcomes for individuals who survive traumatic injuries with the overarching aim of establishing a national registry of long-term outcomes.

The FORTE Research Assistant will work under the supervision of a Project Manager, Research Fellow, and Investigators and follow established policies and procedures, recruit and work with patients to complete surveys, collect and organize patient data, and maintain and update data generated by the study. Please note that this position will include patient data collection and interaction by phone with patients will be required.

If interested in applying for the position, please send a cover letter and resume to Esther Moberg at emoberg@bwh.harvard.edu.

1. Recruits and enrolls potential study participants. Per study protocol, conducts telephone interviews or schedules patients for study visit and screening.
2. Collects study data and maintains confidential patient records in REDCap database.
3. Responsible for screening study applicants, ensuring they meet appropriate criteria.
4. Develops, organizes, and/or maintains the study database. Responsible for data validation and quality control.
5. Performs literature searches, as appropriate.
6. Assists PI or Research Manager with preparation for presentation and written published articles.
7. Assists with regulatory documentation as directed by project manager.
8. Responsible for training and orienting new staff.
9. All other duties as assigned.

QUALIFICATIONS: (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

- B.S. or B.A.
- At least one year of work experience in a research setting. Sound independent judgment and competence in research methodologies.

SKILLS/ABILITIES/COMPETENCIES REQUIRED: (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

- Ability to work independently.
- Excellent interpersonal skills are required for working with the study participants.
- Good oral and written communication skills.
- Analytical skills and the ability to resolve technical or research problems and issues and to interpret the acceptability of data results.
- Knowledge of clinical research protocols.
- High degree of computer literacy.
- 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.
• Knowledge of data management programs.

SUPERVISORY RESPONSIBILITIES:

Responsible for training and orienting new staff. May serve as a team leader or supervisor in a smaller research setting.

WORKING CONDITIONS:

Each area should include working conditions specific to position. Please also include any specific physical requirements – lifting, bending, etc.

HOSPITAL WIDE RESPONSIBILITIES: These are required of all staff, regardless of position. Do not remove these standards. Works within legal, regulatory, accreditation and ethical practice standards relevant to the position and as established by BWH/Partners; follows safe practices required for the position; complies with appropriate BWH and Partners policies and procedures; fulfills any training required by BWH and/or Partners, as appropriate; brings potential matters of non-compliance to the attention of the supervisor or other appropriate hospital staff.

APPROVAL:

(NAME)
Department Mgr._________________________________________ Title: ___________________ Date: _________

(NAME)
Other, As Appropriate ___________________________________ Title: ___________________ Date: ______

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.