The successful applicant must be available for at least 2 years

Specific Duties: Recruit patients for various prospective studies; including industry sponsored:
-Obtain informed consent from patients who wish to participate
-Act as a resource for patients regarding study consent forms
-Act as a liaison between physician and study participants
-Administer questionnaires to patients
-Call patients to follow-up with questionnaires and answer any questions
-Be a contact person for patients to call regarding questions regarding study protocol
-Enter data into electronic databases
-Organize and maintain paperwork related to the study
-Prepare Institutional Review Board (IRB) applications and submissions. Maintain files of IRB approvals and coordinates re-submissions and amendments in a timely manner
-Coordinate inter-department study visits as required per the protocol
-Attend research meetings as required

Necessary Skills:
-Computer literate: Microsoft Word, Excel, data entry
-Good communications skills (telephone, interpersonal and writing skills)
-Detail oriented and organized
-Prior research experience

Preferred Skills:
-Working knowledge of Orthopaedic terminology
-Perform statistical analysis

The successful applicant for the position of Clinical Research Assistant will be an organized individual who is able to perform a variety of different tasks essential to the implementation of a clinical study. He or she will be flexible, as the job description may evolve as studies progress. The research assistant will have access to the medical records of patients, and should appreciate this privilege, and maintain strict confidentiality with all patient medical data. The research assistant will also have good interpersonal skills, as he or she will be interfacing directly with patients and medical staff on a routine basis.