**TITLE:** Clinical Outcomes Research Assistant at Brigham and Women’s Hospital, Department of Orthopedic Surgery

**Description:**

We are presently seeking a full-time, clinical and health policy-oriented Research Assistant to work with our internationally-recognized, multidisciplinary health policy and clinical outcomes research team at the Orthopaedic and Arthritis Center for Outcomes Research (OrACORe) as well as the Policy and Innovation eValuation in Orthopaedic Treatments (PIVOT) Center, both in the Department of Orthopedic Surgery at Brigham and Women’s Hospital and Harvard Medical School. The incumbent will be essential to the research operations of OrACORe/PIVOT and will be an integral member of the centers.

The Research Assistant will work directly with the Principal Investigators of the centers, as well as numerous other faculty and staff members, to conduct clinical research involving musculoskeletal conditions and to conduct health policy evaluations of musculoskeletal diseases using computer simulation modeling. There will be opportunities to collect data, synthesize literature, and write manuscripts and sections of grant proposals.

**Responsibilities include, but are not limited to, the following activities:**

* Working with OrACORe/PIVOT faculty (clinicians, epidemiologists, and biostatisticians) to design, implement, analyze data, and report results of research studies
* Working with investigators to facilitate and conduct health policy and medical decision-making analyses using computer simulation models
* Completing literature reviews on relevant research topics, performing literature searches, and retrieving relevant articles
* Summarizing data and generating reports; presenting findings at weekly and monthly meetings
* Assisting in the preparation, editing, and submission of research documents, presentations, grant proposals, manuscripts, and journal articles
* Participating in model development, refinement, and debugging, including collaborating with the model developer
* Performing medical chart reviews
* Collecting, inputting, organizing, and maintaining study data as well as producing reports
* Conducting enrollment and follow-up telephone interviews of study participants
* Scheduling and completing in-person study visits and perform abbreviated physical examinations and tests for clinical studies
* Serving as a primary contact for study participants
* Corresponding with and preparing materials for the Internal Review Board (IRB) for protocol amendments, consent form changes, and annual reports
* Other administrative duties, such as preparing meeting agendas and taking minutes, as needed

**Qualifications:**

This position requires a Bachelor’s degree with strong academic performance and a demonstrated background in research or quantitative skills. We are seeking a good-spirited team player who gets along well with others from diverse intellectual and social backgrounds. A strong quantitative background and both good written and oral communication skills are important. No knowledge of orthopedics or arthritis is necessary; we will provide necessary teaching. We value flexibility, initiative, and independence as well as interests in medicine, epidemiology, health policy, biostatistics, economics, and computer programming.

Please submit your resume, cover letter, and transcript to Jo Harvey at jaharvey@bwh.harvard.edu. Applications missing any of the requested documents will be considered incomplete.