

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

Description:

We are seeking to hire a full-time 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) and the Policy and Innovation eValuation in Orthopaedic Treatments (PIVOT) Centers, 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 faculty of the Centers and Principal Investigators of specific projects, as well as other staff members, to conduct clinical research involving musculoskeletal conditions. There will be opportunities to enroll individuals into clinical studies, conduct assessments, collect data, synthesize literature, and participate in both manuscripts and grant writing.

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

- Conducting enrollment and follow-up telephone interviews of study participants
- Scheduling and completing in-person study visits and performing musculoskeletal-based physical examinations and tests for clinical studies
- Serving as a primary contact for study participants
- Deliver group-based study intervention at off-site facilities during evening hours
- Working with OrACORe/PIVOT faculty (clinicians, epidemiologists, and biostatisticians) to design and implement research studies, analyze data, and report research results
- Performing electronic medical record reviews
- Collecting and maintaining study data
- Entering data and producing reports
- Performing data cleaning procedures and organizing study data
- Assisting in preparing research documents, presentations, manuscripts, and journal articles
- Conducting literature searches and retrieving relevant articles
- Aiding with the editing and submission of research papers and grant proposals
- Assist with performing study site visits either virtually or in-person
- Corresponding with and preparing materials for the Internal Review Board (IRB) for protocol amendments, consent form changes, and annual reports
- Attending and leading regularly scheduled project-specific and group-wide meetings
- Performing 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 demonstrated engagement in rigorous extracurriculars and/or research activities and strong quantitative skills. We are seeking a good natured and high-spirited team player who has both experience in leadership positions and is comfortable connecting to those with diverse intellectual and social backgrounds. A strong quantitative background and good communication skills (both written and oral) are important and some prior research experience is desired. No knowledge of orthopedics or arthritis is necessary; we will provide necessary teaching. We value flexibility, initiative, independence, and diversity of thought as well as interest in medicine, epidemiology, health policy, biostatistics, economics, and/or computer programming. This position will likely involve frequent travel to local (within 15 miles) off-site intervention facilities and may also involve travel to perform site-monitoring visits. Some responsibilities may require evening work hours.

Please submit your resume, cover letter, and unofficial transcript to our online portal ([Research Assistant Application – OrACORe](#)). Applications will be reviewed on a rolling basis, and earlier submission is recommended. Applications missing any of the requested documents will be considered incomplete.