

TITLE: Health Policy and 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 an 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 faculty of the center and Principal Investigators of specific projects, to conduct health policy evaluations of musculoskeletal diseases using computer simulation modeling. There will be opportunities to collect data, synthesize literature, conduct modeling analyses with guidance from the rest of the team, and write manuscripts and sections of grant proposals. The Research Assistant will also participate in the design and implementation of clinical research studies, which could involve responsibilities listed in the Clinical Research Assistant position.

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

- 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
- Summarizing data and generating reports; presenting findings at weekly and monthly meetings
- Participating in model development, refinement, and debugging, including collaborating with the model developer
- Assisting in the preparation of research documents, presentations, grant proposals, manuscripts, and journal articles
- Corresponding with and preparing materials for the Institutional Review Board (IRB) for protocol amendments, consent form changes, and annual reports
- 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
- Performing electronic medical record reviews
- Collecting and maintaining study data
- Inputting data and producing reports
- Performing data cleaning and organizing study data
- 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 a demonstrated background in research or 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.

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.