Title: Volunteer Research Assistant
Department: Emergency Medicine
Position type: Volunteer or Intern
Hours: Flexible, 5-40 hours per week
Shift: Any
Sites: UMMS Emergency Department (University, Memorial, Marlboro, or Clinton campus)

General Summary of Position
The Volunteer Research Assistant will work on one or more clinical research studies or other projects that focus on improving health care outcomes for individuals seen for care in the Emergency Department.

Volunteers typically work on studies regarding behavioral health, tobacco cessation, health reporting technologies, suicide screening, and antibiotic prescribing. However, we may assign volunteers to other studies, or to other research-related projects that support the Department’s needs.

Job duties include pre-screening and screening patients to determine eligibility, conducting structured interviews, data collection and data entry, chart reviews, data cleaning, literature reviews and other assigned duties.

Under the supervision of the Principal Investigator or his/her designee, the Research Assistant is responsible for performing delegated tasks and procedures involving human subjects in support of clinical and research protocols.

Responsibilities:
• Assess eligibility of research subjects in accordance with HIPAA regulations for IRB approved protocols
• Obtain patient consent as delegated by the IRB approved protocols
• Review medical records to prescreen subject eligibility
• Collect, record, evaluate and update pertinent data in relation to the study protocol
• Conduct other protocol related administrative procedures
• Conduct chart reviews
• Perform literature searches
• Maintain patient and study subject confidentiality
• Perform other duties as required

Qualifications:
• Completion of college sophomore year or higher
• Reliable transportation in order to travel to study sites
• Experience using computer-based tools (Word, Excel at a minimum)
• Familiarity using databases and conducting data entry
• Ability to interact professionally with a wide range of hospital patients, and clinical and professional staff
• Excellent organizational and time management skills