Title: Research Assistant

Summary: Spaulding Rehabilitation Hospital is seeking a team-oriented Research Assistant to manage the Boston-Harvard Burn Injury Model System (BHBIMS) longitudinal database. BHBIMS conducts a broad range of research activities focusing on understanding the long term outcomes for persons with burn injury and is one of 4 burn model systems in the US funded by the National Institute on Disability, Independent Living and Rehabilitation Research (NIDILRR). The position requires a high degree of interaction with patients, medical staff, collaborating researchers, and the burn survivor community. A two year commitment is strongly preferred.

Key Duties:
- Manage a longitudinal database including screening, recruiting, and following up with subjects.
- Enroll and follow-up with participants according to protocols including obtaining informed consent, administering questionnaires, and following up with phone calls.
- Travel to other hospitals including Massachusetts General Hospital, Shriners Hospital for Children, and Brigham and Women’s Hospital.
- Work in concert with Principal Investigators (PIs) and research team to develop and implement patient follow-up strategies.
- Assist PIs in data analysis, literature searches, research, manuscript writing, and overall administrative assistance.
- Provide assistance to research staff by organizing files, projects, data, etc.
- Assist with routine data verification and quality control, ensuring data integrity and consistency with prescribed study protocol.
- Ensure compliance with the Partners Institutional Review Board and other federal and institutional guidelines.
- Other duties as assigned.

Skills and Abilities:
- Excellent interpersonal skills are required for working with the study participants and various members of research team and clinical staff.
- Anticipate challenges and develop and implement strategies to address them.
- Articulate phone etiquette necessary for contacting and interviewing research participants.
- Work independently, be self-directed and contribute as a member of a team.
- Demonstrate initiative with ability to prioritize work, meet deadlines and adapt to changing situations.
- Demonstrate professionalism and respect for subject rights and individual needs.
- Follow established policies, procedures, and objectives.
- Careful attention to detail.
- Computer proficiency required. Microsoft office applications preferred with ability to learn new software.