Department of Surgery – Breast Research Program
Research Technician
Summer Research Internship

Position Supervisor:
- Dr. Katharine Yao, Director of the Breast Surgery Program and Co-Director of the Center for Breast Health at Evanston Hospital
- Mary A. Turk, CTR, CCRP, Database Manager, Breast Surgery Internship Program Coordinator, Manager for the Breast Program at NorthShore.

Position Summary
- Perform a variety of research, data base and clerical duties of a routine and technical nature in support of division and departmental research endeavors, while ensuring adherence to protocols and quality of information received.
- Assist investigators in gathering, organizing and analyzing clinical research data for use in future presentations and/or publications
- Communicate and coordinate with physicians, division staff and other departmental study personnel as required for study design, implementation and completion

Specific Responsibilities:
- Excel database creation and maintenance for IRB approved research projects
- Data abstraction from EPIC, data collection from paper charts
- Assist with data analysis in collaboration with NorthShore statistician
- Assist with paper/abstract preparation (if applicable)
- Literature searches and summaries relating to study-specific topics; to be referenced in final presentation
- Assist with IRB renewals/submissions (if applicable)
- Ongoing meetings with Dr. Yao to discuss study progress, questions/concerns, goals
- Attend weekly meetings/inservices with various department representatives (Radiology, Survivorship, Radiation Oncology, Pharmacy, Plastic Surgery, Genetics, Medical Oncology, Genetics, Pathology, etc.)
- Presentation of research findings at scheduled Breast Research Meeting and to Donor Meeting

General knowledge and expectations:
- Practices as part of research team
- Completion of required NorthShore Online Learning modules relating to customer service standards, policies and procedures, and IRB regulations and institutional guidelines
- Ongoing growth and development from participation in events such as workshops, in-service programs, departmental meetings and Grand Rounds
- Attend Research Institute training