

**Email Resume and Letter of Interest to:** [GSMC.Research@HCAHealthcare.com](mailto:GSMC.Research@HCAHealthcare.com)

**JOB TITLE:** Research Assistant for Graduate Medical Education

**GENERAL SUMMARY OF DUTIES:** The Clinical Research Assistant completes activities to ensure protocol, regulatory and Standard Operating Procedures (SOP) and Good Clinical Practice (GCP) compliance. The Clinical Research Assistant will work with the research coordinator, helping to develop solutions to complex problems that impact the timely and accurate conduct of clinical research. He or she will provide assistance in the development of scholarly activity and research-related documents. Will also work closely and effectively with physician principal investigator(s), residents, fellows, division research director, other members of the scholarly support team, and multiple internal departments.

**SUPERVISOR:** Division Research Director

**SUPERVISES:** NA

**DUTIES INCLUDE BUT NOT LIMITED TO:**

1. Develop and maintain information about scholarly activity pathways in GME and the health care environment
2. Collaboration with PI and co-investigators to develop research protocols
3. Conduct literature searches
4. Develop and maintain research databases
5. Abstract, compile and/or process data from patient charts or data files from the clinical data warehouse
6. Validate quality of data elements/data editing
7. Code data for input into electronic data processing software
8. Input and retrieve data using data analysis software
9. Provide computational research support
10. Work closely with biostatistician to process data for analysis
11. Assist GME researchers with data collection, such as assessments or patient interviews.
12. Assist in the development of research surveys, questionnaires, or tests
13. Recruit and enroll study participants
14. File and maintains records
15. Assist PI and co-investigators by editing research manuscripts and research presentations
16. Contribute to the development of training, tools, and process documentation (IRB protocols, abstracts, manuscripts) for both the department and for assigned projects
17. Communicate effectively with all levels of GME administration, faculty and staff
18. Ensure compliance with HCA data access policies and procedures

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required.

**HIGHLY PREFERRED EXPERIENCE**

- Experience in health services research environment.
- A minimum of one (1) year of project management (formal or informal) experience required; clinical trial experience preferred
- Familiarization with medical terminology preferred

**MINIMUM QUALIFICATION/EDUCATION**

Bachelor's Degree from an accredited program providing training in a research related field of study.

**LANGUAGE SKILLS**

- Ability to communicate effectively in English, both verbally and in writing
- Excellent presentation skills
- Additional languages preferred

**SKILLS**

- Ability to make decisions independently or to escalate issues as needed
- Ability to efficiently and accurately manage multiple tasks and projects
- Ability to work independently, with limited guidance
- Excellent written and verbal communication skills
- Ability to organize information
- Ability to handle sensitive information with absolute confidentiality
- Advanced skill in Microsoft Office suite (Word, PowerPoint, Excel, Outlook, WebEx), required

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