***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Research Assistant Clinical**

Job Family: Research Sub Family: Clinical

**Job Summary:**

The position is responsible for assisting with the performance of research projects in a clinical setting, including recruitment of potential study subjects and collection and organization of data. The Research Assistant, Clinical is expected to work independently and knows and applies the fundamental concepts, practices and procedures of particular field of specialization.

**Essential Functions:**

* Communicates directly with participants regarding the research study. Perform data collection by conducting research interviews, reviewing medical charts, and accessing computerized medical information systems. Recruits and screens subjects for research studies according to IRB approved protocols. Verifies participant eligibility; obtains consent and enrollment; and assures accurate demographic information for follow-up.
* Independently establish and maintain database files and reports using computer applications such as Microsoft Excel/Access. Perform data checks, audits, and data cleaning. Check validity and accuracy of data ensuring compliance with quality control requirements and study relevance. Develops data collection instruments such as survey questionnaires.
* Perform data analysis and interpretation, and develops statistical reports of study data using descriptive statistics using SAS, STATA, and SPSSS software. Assists in developing, submitting, and providing content for grants, papers, abstracts, manuscripts, and presentations. Conducts and analyzes literature searches.
* Assist the Principle Investigator and other research personnel in the development of research protocols and materials by providing study analysis and forming conclusions and recommendations. Assist in developing and recommending policies and procedures and/or design methods for clinical research activities.
* Perform administrative duties such as: providing training and guidance to interviewers; assisting in developing and submitting grants, papers, abstracts, manuscripts and presenting studies; developing protocol manuals and data collection instruments; participating in field visits, responding to requests and questions from individuals, institutions, government agencies, and funding agencies; and participating in the design of research studies.
* Performs other related duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Epidemiology, Sociology, Psychology, Nursing or field of study related to the research of the clinic

Experience: Prior clinical research preferred

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E3302C

SOC Code: 194060 IPEDS: Computer

EEO6 Code: Professional State Code: 9213201

USM eCode: E40333 AAP Code: 3D