Research Project Coordinator: The GenoVA Study

GENERAL SUMMARY/OVERVIEW STATEMENT:

Come join our dynamic team performing cutting-edge research that integrates genomics into the routine practice of medicine. The Project Coordinator (PC) is responsible for performing a range of study tasks in the GenoVA Study, a National Institutes of Health (NIH)-funded clinical trial of genomic testing for disease susceptibility at Veterans Affairs Boston Healthcare System (VABHS). Under the supervision of principal investigator (PI) Dr. Jason Vassy, the candidate performs high-level research duties for this study, which is recruiting trial participants across eight VABHS sites. Our research addresses critical questions in the appropriate integration of genetic and genomic information into patient care.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Contribute to the daily operations of the GenoVA Study, escalating research-related queries to the PM and/or PI when appropriate
- Perform participant recruitment tasks such as initial eligibility screening, preparing and distributing participant recruitment materials, and obtaining informed consent
- Interact with patients and the VABHS laboratory staff to facilitate participant blood draws and specimen collection
- Coordinate tracking and shipment of participant specimens
- Coordinate study data collection, including the administration of baseline and end-of-study participant surveys
- Prepare and distribute letters and accompanying materials for patients and their primary care providers (PCPs)
- Coordinate the entry of genetic test results into patient medical records
- Coordinate the distribution of participation incentives
- Assist in the drafting and formatting of IRB and other regulatory documents including the study protocol, informed consent forms, and other documents related to human subjects research
- Assist in developing, maintaining, and enforcing standard operating procedures (SOPs)
- Prepare materials for project meetings with the PI, PM, local study staff, and other collaborators
- Assist in the preparation and delivery of project reports
- Prepare literature reviews
- Assist in the creation and formatting of research posters and presentations
- Contribute to the preparation of research manuscripts
- Perform all other duties/responsibilities as needed by the PI and/or PM

BASIC QUALIFICATIONS:

- College degree or equivalent work experience, preferably in the field of specific research study (relevant coursework may count towards experience)

ADDITIONAL SKILLS, ABILITIES, AND COMPETENCIES:

- Bachelor’s degree in health sciences-related field, including but not limited to medicine, nursing, public health, biostatistics/epidemiology, or psychology preferred
- At least one or more years of experience in clinical research, direct patient contact, or customer service preferred
- VA experience preferred
• Computer literacy: Adobe, MS Outlook, Word, Excel, PowerPoint; working knowledge of a programming language or statistical package such as SQL, SAS, Stata, SPSS, R, Python, or Java is preferred
• Ability to work independently
• Strong leadership skills
• Excellent organizational skills
• Careful attention to detail
• Excellent oral/written communication skills
• Excellent interpersonal skills and proficiency interacting with patients receiving health care
• High degree of professionalism
• Ability to prioritize tasks and set deadlines
• Ability to identify problems and develop solutions
• Ability to take initiative and multi-task
• Strong analytical skills and conceptual thinking
• Ability to perform a scientific literature search and summarize results
• Ability to make visually appealing reports, posters, and slides for presentation of research findings

WORKING CONDITIONS:
The Project Coordinator will work at VA Boston Healthcare System, Jamaica Plain Division, in Boston, MA, under the supervision of the PI.

ADDITIONAL INFORMATION:
This is a grant-funded position with opportunity for involvement in additional projects. Hiring is contingent upon required pre-employment screenings at the Department of Veterans Affairs. Job Type: Full-time.