WESTERN STATES CANCER RESEARCH NCORP

Clinical Trials In Your Community

RESEARCH ASSISTANT

Research Assistants report to the Director of Research Operations and supports the Clinical Research Coordinators in clinical trial patient data collection, entry, and management. Assists in enrolling eligible participants in available clinical trials and fulfilling data requirements for each trial. Understands basic research methodology and assists with overall clinical trial documentation and data submission. Enters patient tracking information into the Clinical Trials Management System and/or other required data capture systems in a timely manner. Develops specialized knowledge of clinical trial protocols and specific cancer center sites.

This is a professional, entry-level research support position. Requires daily interaction and effective communication with other health professionals (e.g., physicians, nurses, pharmacists, Principal Investigators (PIs), hospital-based and clinic-based CRCs, and other clinical staff). Interacts with patients.

RESPONSIBILITIES

- Conducts oncology clinical trials by assisting senior clinical research staff with enrolling eligible participants in available clinical trials and fulfilling data requirements for each trial.
- Assists in reviewing clinic schedules and medical records of potential clinical trials participants, and matching patient characteristics with eligibility requirements of available protocols.
- Assists senior clinical research staff, physicians, and cancer care staff in coordinating laboratory tests/procedures required for pre-study testing.
- Assists senior clinical staff in obtaining consent before enrolling a patient on a study and providing patient education regarding the specific protocol that the patient will be registered to.
- Collects and enters protocol data and completes relevant data forms, including quality of life questionnaires.
- Enters all patient tracking information into the Clinical Trials Management System and/or other required data capture system in a timely manner.
- Abstracts patient information from electronic medical records.
- Reviews data for accuracy and submits data within time requirements, electronically if required.
- Assists senior clinical research staff with developing study calendars and monitoring patient safety.
- Reviews clinical data and identifies problems.
- Provides input on study continuation.
- Assists in monitoring and writing reports for serious adverse events per Federal and/or sponsor guidelines, within the time parameters.
- Serves as a resource and troubleshooter for any trial-related problem.
- Develops specialized knowledge of clinical trial protocols grouped from a specific National Cancer Institute (NCI) research base or other source, or by disease site or otherwise.
- Develops specialized knowledge of specific cancer care sites conducting clinical trials and/or job areas, such as education/training, regulatory, investigational drug accountability/storage, specimen collection/processing, and database maintenance/reporting and auditing.
- Attends tumor board meetings at hospitals as requested.
- **Performs other duties as assigned.**

REQUIREMENTS

General

- General knowledge of data entry into databases or spreadsheets.
- Ability to prepare written reports.
- Ability to translate in writing technical medical information into lay language.
- Ability to communicate with physicians, co-workers, and the general public.
- Familiar with location and operation of local clinics and hospitals, preferred.
- Computer skills, which includes word processing with Microsoft. Knowledge of databases or spreadsheets.
- Effective writing skills.
- Detail-oriented, accurate, and able to handle multiple ongoing/concurrent tasks.
- Ability to communicate effectively in writing and verbally to explain research to health care professionals, study subjects, students, and lay public.
- Tasks require high degree of concentration with attention to details, often punctuated by frequent interruptions (e.g., phone calls, questions, etc.).
- Must be able to set priorities and manage high-volume of work effectively to meet multiple deadlines. Must be effective in problem solving.
- Must work well with professionals and non-professionals.

Education & Experience

- Bachelor's Degree from an accredited four (4) year college or university.
- Up to one (0-1) year of experience working in research or a research-related field (preferred).