



Clinical Research Assistant I - HBCD

63434BR

Medicine-Newborn Medicine

Job Posting Description

The Fetal-Neonatal Neuroimaging and Developmental Science Center, Laboratories of Cognitive Neuroscience, and Department of Psychiatry and Behavioral Sciences at Boston Children's Hospital seek to hire a full-time Clinical Research Assistant I responsible for executing all tasks associated with The HEALthy Brain and Child Development Study (HBCD). The HBCD Study aims to examine brain and behavioral development in children with and without substance exposure and other highly variable environments from pregnancy to 10 years of age. This nationwide, prospective, longitudinal study will use an innovative battery of neuroimaging measures (MRI, EEG), complemented by an extensive armamentarium of behavioral, physiological, and psychological tools as well as assessment of a range of biospecimens, to understand neurodevelopmental trajectories. This project is part of NIH's Helping to End Addiction Long-term (HEAL) initiative to speed the development and implementation of scientific solutions to the opioid crisis.

Responsibilities:

- Under immediate supervision, coordinate the activities of daily operations of clinical research studies.
- Consent and recruit pregnant persons and children for research studies through interviews and written communications. Provide detailed background information regarding studies to families, communicate all policies and procedures, and respond to all inquiries. Evaluate suitability of prospective study candidates and make selections based upon study requirements
- Execute study visits remotely, in the lab, and in the home, including performing data collection, and helping with behavioral testing, conducting MRI scans, EEG data collection, and biological sample handling
- Serve as liaison to the families in the research studies, guiding and advising them throughout each phase of the study. Coordinate follow-up visits. Act as a resource to study participants, addressing any concerns they may have. Troubleshoot resolution of any issues that may arise throughout the study
- Coordinate and prepare the necessary documentation for Institutional Review Board (IRB), Committee on Clinical Investigations (CCI) submissions, and NIH, together with the Principal Investigators of the study

- Create and prepare data collection statistical reports and analytical summaries for distribution to study research team for review and analysis. Prepare/update documentation for ensuring study quality (e.g., procedural manuals) and dissemination of findings (e.g., assistance with poster presentations, manuscripts). Write articles and summary papers of studies for submission to journals, as may be necessary/requested
- Participate in the training of newly hired research study assistants, as needed
- Coordinate activities between the hospital and participating collaborators. Regularly travel to the institutions involved in the project (e.g., MGH, BI, and BWH) and communicate project policies and procedures to personnel. Monitor and review data collection and data entry, and informed consent procedures, ensuring consistency of application
- Assist Principal Investigators in planning and implementing research studies and perform other miscellaneous administrative duties as assigned or required

Qualifications:

- A Bachelor's degree.
- Sensitivity in working with multicultural populations, women, infants and young children and demonstrated commitment to diversity, equity, and inclusion
- Ability to work after daytime hours as needed and be available for weekend study sessions

Preferred Qualifications:

- Bilingual or professional fluency in both English and Spanish
- Proficiency in using database software, including Microsoft Office (Word, Excel, and PowerPoint)
- MRI and/or EEG data collection experience
- Experience working with children

BCH offers competitive compensation and benefits

Status	Regular, Temporary, Per Diem
Full-Time	Regular
Standard Hours per Week	Office/Site Location
40	Boston
Job Category	
Research	

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