UNIVERSITY CLINICAL, EDUCATION & RESEARCH ASSOCIATES (UCERA)
POSITION DESCRIPTION

Position Title: Research Associate **Date Prepared:** 08/12/2014
Department: Obstetrics, Gynecology, & Women's Health **FLSA Status:** PT**,** NE**,** TEMP
Position Reports To: Bliss Kaneshiro, MD, MPH, Kate Whitehouse, DO
Potential Occupational Exposure to Bloodborne Pathogens: Yes

POSITION SUMMARY

Under guidance from the research directors and with minimal supervision, the Research Associate is responsible for planning, coordinating, and conducting activities for an abortion-related research project within the Department to include performing administrative functions; enrolling female study participants for a clinical trial; direct interaction with study patients; assisting with data collection before, during and after a surgical abortion procedure; collecting and managing data; and ensuring regulatory compliance.

ESSENTIAL JOB DUTIES AND FUNCTIONS

- Provide assistance in data collection from a randomized clinical trial of abortion patients in the Department of Obstetrics, Gynecology, and Women's Health.
- In collaboration with Principal Investigator(s) and other research team members, conduct research activities for a clinical trial on second-trimester abortion patients in the operating room. These activities may include, but are not limited to: clearly communicate research goals to study participants; administer informed consent process; interact directly with study participants in the pre- and postoperative phase of abortion care; collect and manage data before, during and after surgery; ensure compliance with program and regulatory requirements including submission of data products to the research team; assist with prompt reporting of adverse events; ensure accurate collection and reporting of study data.
- Be comfortable observing surgical procedures.
- Complete assignments in a timely manner involving multiple deadlines and priorities. Use study materials effectively and efficiently (e.g., consent forms, data collection forms).
- Communicate, interact, and serve as liaison with study participants and the research team in a professional and appropriate manner.
- Comply with all company policies and legal requirements.
- Perform all other duties as assigned.

QUALIFICATION REQUIREMENTS

Education/Training:
Minimum:

- Bachelor's Degree from an accredited four (4) year college or university in a science, humanities, or health-related field.

Preferred:

- Master's Degree from an accredited college or university.

Experience:

Minimum:

- One year of verifiable experience in an office or other environment meeting the requirements of multi-tasking and organization.

Preferred:

- Greater than 1 year of experience meeting the requirements of multi-tasking and organization.
- Experience working in direct patient care or clinical setting.
- Experience working in a research setting.
- Experience with qualitative and/or quantitative research design/methods, study participant recruitment, literature searches, and peer-reviewed scientific manuscripts.

Skills/Knowledge:

Minimum:

- Sensitivity to women's reproductive health including abortion and contraceptive issues, healthcare disparities, teen pregnancy, and research participants' needs.
- Familiarity with PC and Mac desktop/laptop computers. Intermediate skill level in PC and Mac software programs, including e-mail, Internet, MS Word, Excel, PowerPoint.
- Excellent time management and problem solving skills, with strong attention to detail.
- Excellent written, verbal, and interpersonal communication skills.
- Excellent organizational, planning, and critical thinking skills.

Preferred:

- Familiarity with statistical/analytical software programs, including SAS, SPSS, and R
- Familiarity with electronic medical records systems
- Knowledge of applicable regulatory requirements including the Health Insurance Portability and Accountability Act (HIPAA) and institutional review board (IRB) processes.
- Knowledge of extramural research grants preparation and administration.
- Advanced skills in literature searches and data management.
- NIH and/or CITI certification in human subjects protection.

Factors for Success in the Position:

- Comfort with observation of surgical procedures and abortion-related healthcare.
- High level of independence. Demonstrated ability to understand and follow complex instructions with minimal supervision.
- Ability to interact effectively and professionally with all manner of personnel and foster a positive work environment. Able to establish and maintain effective working relationships with organizations, groups, team members, and individuals.
- Ability to multi-task under demanding conditions of multiple projects and deadlines.
- Demonstrated ability to set and adjust priorities in a highly complex organization in coordination with Principal Investigator(s) and other research team members.
- Demonstrated ability to maintain highly sensitive, confidential material.

Other Requirements

- Health Clearance required for direct patient care including proof of up-to-date vaccinations and recent TB screening or healthcare waivers

JOB CONDITIONS

- Normal working conditions, indoors, air-conditioned, office-based as well as clinical environment including women's health outpatient clinic and operating room settings.
- Usual hours are half-days Monday through Friday, 7:00 a.m. to 12:00 p.m., or 12:00 to 5:00 p.m., but some flexibility is required as schedules can change weekly. Extended hours during evenings and weekends may be rarely required to accommodate participants' scheduling needs or meet deadlines.
- Possible exposure to blood borne pathogens.
- Use of personal pager or mobile phone may be required to maintain contact and coverage after-hours.

EQUIPMENT USED

- Graduated cylinders, measuring scales
- Skilled in use of standard office equipment (e.g., phone, facsimile, printers, copiers, computers).
- Trainable on other equipment (e.g., binder, scanner).

MENTAL AND PHYSICAL DEMANDS

- Work with minimal supervision.
- Have excellent attention to detail, accuracy and concentration, and ability to maintain calm composure while performing multiple tasks.
- Occasional lifting of items up to 30 pounds, and also frequent sitting, standing, walking and bending, particularly while in operating room.
- Some driving to other locations for delivery of supplies, study procedures, meetings, etc.

TERMS OF EMPLOYMENT

Position is primarily located in our Kapi'olani Medical Center offices. Continued employment subject to terms of employment, job performance, and/or continued funding.

Employment is "at will" and can be terminated at any time, either by the employee or UCERA, with or without cause or reason and with or without notice.

INTERESTED APPLICANTS

Qualified applicants are required to email a cover letter, resume, salary requirements, employment application and verification consent form to jobs@ucera.org or fax at 808-536-7316.

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