position description

Date: March 2021

Title: Ascertainment Coordinator (Research Assistant 4)

Job ID: #8736

Department: Population and Quantitative Health Sciences

School: School of Medicine

Supervisor Name and Title: Jonathan Haines, PhD, Chair PQHS

POSITION OBJECTIVE

Working with a high degree of independence and under supervision of the Principal Investigators, the Ascertainment Coordinator (Research Assistant 4) will oversee the efforts of the ascertainment team for the African American Alzheimer Disease Study in the greater Cleveland Area. The Ascertainment Coordinator will be responsible for organizing both clinic-based and community-based ascertainment events, in addition to the day-to-day management of the ascertainment study team for this project. The Ascertainment Coordinator will work with the Principal Investigators and the Research Operations Manager to design and implement research methodologies for the ascertainment, recruitment and enrollment of study participants.

ESSENTIAL FUNCTIONS

1. Utilizing a high degree of skill and experience to develop new protocols for recruitment, ascertainment and enrollment of participants which requires sensitivity and experience working with minority populations. Provide input and recommendations regarding significant developments in the research projects such as designing and implementing ascertainment, recruitment and enrollment of study participants. Build and utilize community partnerships by community outreach in order to design and implement community recruitment. Attend community events; reach out to various groups including but not limited to the Alzheimer's Association, churches, community senior centers, social groups and caregiver support groups. Maintain open communication with physicians and office staff participating in the studies in the community. Working closely with the research staff, coordinate major research activities for the ascertainment, recruitment and enrollment of study participants for the African American Alzheimer Disease study. (50%)
2. Identify and enroll eligible individuals and meet enrollment goals: obtain and review family and medical histories and perform study specific exams and identify, obtain and review appropriate medical records. Prepare detailed participant exam reports for adjudication. Maintain complete research files and comprehensive databases, including: consent forms, demographics, family and medical history forms as well as all other study specific forms. Ensure compliance with IRB approved protocols. (25%)
3. Prepare regular research updates for meetings and a yearly participant newsletter. Participate in research group meetings and communicate with the Principal Investigators to ensure that work on the studies is being performed as needed and expected. Attend regular virtual or in-person meetings with the PIs/coordinators and collaborators. Maintain open communication/collaboration between departments within and outside of institution. (10%)
4. Provide training and instruction regarding enrollment and data entry procedures for others working on the study. (10%)

5. Contribute to research so as to merit serving as author or co-author on research publications. (5%)

NONESSENTIAL FUNCTIONS

1. Perform other duties as assigned. (<1%)

CONTACTS

Department: Contact as needed with Principal Investigator and Research Operations Manager. Ongoing contact with staff, faculty, postdocs and study participants.

University: Contact as needed with purchasing, human resources, space and facilities planning, environmental health, safety/contact, Research Administration, IRB, and Sponsored Projects Accounting.

External: Contact as needed with collaborators at other universities, vendors and institutions and industry.

Students: On-going contact with students.

SUPERVISORY RESPONSIBILITY

Supervise Ascertainment Team study staff (Research Assistant 3) and undergraduate student research assistants.

QUALIFICATIONS

Experience: Minimum of 5 years of community-based research, preferably in the Cleveland area with minority populations. At least 3 years of supervisory experience in a research setting is required. Familiarity with IRB/HIPPA strongly preferred.

Education/Licensing: Bachelor’s degree in science is required.

REQUIRED SKILLS

1. Effective and professional interpersonal skills. Demonstrated expertise and strong leadership skills in team-oriented environment.
2. Ability to facilitate open communication/collaboration between department and other areas, as well as open communication with physicians and office staff participating in the studies in the community.
3. Ability to concisely and effectively communicate methods, concepts, and study designs to all groups as appropriate, relevant and indicated.
4. Maintain level of confidentiality commensurate with nature of involvement with study participants, medical records and other sensitive HIPAA, demographic and family history information.
5. Good problem solving and decision-making skills.
6. Excellent verbal and written communication skills.
7. Demonstrated willingness to be hands-on and pro-active.

8. Ability to multitask, work independently, and set own priorities, while maintaining accuracy and attention to details.
9. Ability to work effectively with internal and external colleagues and collaborators. Ability to interact with colleagues, supervisors, and participants face to face.
10. Ability to meet consistent attendance.
11. Ability to maintain integrity and compliance with IRB approved protocols.

WORKING CONDITIONS

Normal office environment. Must have a valid Ohio driver's license for mostly local travel to participants' home and exam locations and community events. (approximately 25%-50% of time required for travel). May need to work on weekends and during evenings to attend and participate in community/recruitment events. Occasional regional or national travel may be required.