JOB DESCRIPTION

Job Family: Research
Job Function: Department of Ophthalmology/School of Medicine
Job Title: Sr. Research Associate 3
Pay Band: FLS
FLSA Status: Exempt (Paid Monthly)

General Description (Purpose and Function):

The Senior Research Associate 3 (SRA) will support the research activities of the BPEI Center for Hereditary Eye Disease and the neuro-Ophthalmology service at the Bascom Palmer Eye Institute (BPEI), under the minimal supervision of Dr Byron Lam, Principal Investigator. The Sr. RA will provide comprehensive professional level support for ophthalmic research studies involving human subjects. The candidate must have experience with respect to clinical and medical research issues. The Clinical research trials in hereditary retinal disease deals with stationary and progressive retinal dystrophy and include gene therapy, stem cell, and medication studies. The clinical research trials in Neuro-ophthalmology, which is a subspecialty of ophthalmology, encompasses optic nerve disorders, ocular motility disorders, and central nervous disorders with visual disturbance. Ophthalmic research experience is preferred.

The position requires an individual who is self-motivated, well-organized and detail-oriented; wide range of skills from patient interaction, to data management, tissue banking, regulatory document management, data analysis & reporting. The Sr. R.A. must interact effectively with a variety of individuals including patients, faculty, research staff members, administrative staff members, university service personnel, and outside vendors. Must demonstrate flexibility in dealing with non-routine tasks and manage multiple assignments simultaneously.

Primary Duties and Responsibilities (For Non-exempt Employees Include Percent of Effort):

- The Sr. Research Associate is the second level Research professional position. Appointees will support research activities at the University and work under the direction of a principal investigator, Director of the Clinical Research Unit, program director, or designee of the principal investigator, Director of the Clinical Research Unit or program director, such as Assistant Scientist, or Assistant Director.
- Appointees may be required to supervise research employees.
- Appointees work under direct supervision, but are expected to carry out research duties independently with creativity and latitude.
- Promotion to higher levels is not automatic as a result of longevity in position. Rather, promotion requires increased duties and responsibilities, a recommendation by the appointing department, and approval by the appropriate Human Resources Office.
- The appointee is responsible for sample and data collection, development of research protocol, implementation of research protocol and monitoring participant adherence.
- Conduct interviews of patients and control individuals to explain the study, obtain informed consent, and record standardized information. Document eligibility and baseline data from interviews, patient clinic charts and medical records.
- Maintain IRB, HIPPA and other regulatory documents. Prepare and submit consent forms and annual reviews to IRB. Notify IRB of protocol amendments, safety reports/serious adverse events, etc. in compliance with applicable regulations.
- Ensure site compliance with the clinical protocol and research guidelines; assures subject rights, safety, and welfare are protected.

Job descriptions are not intended, and should not be construed to be an exhaustive lists of all responsibilities, skills, and efforts or working conditions associated with a job. Management reserves the right to revise duties as needed.
• Organize and maintain data collection and analysis systems. Ensure data integrity and consistency in computer database and written records.
• Establish/maintain contact with patients/participants, health care providers, and community agencies. Maintain constant communication with the study sponsors on the status of the operation. Update appropriate agencies regarding current status of research project.
• Reimburse study participants according to the protocol; manage study invoicing according to the contract and study plan, and, in collaboration with the Research Administration Office, ensure reimbursements are made to the University appropriately.
• Perform ophthalmic testing (e.g. OCT/optical coherence tomography, GDx, etc.) on patients for research studies.
• Obtain papers & other material for grant proposal submission & scientific publication submission.
• Appointees may be expected to contribute to extramural proposals, publications and presentations relevant to the specific area of research.
• Performs other duties as assigned.

Knowledge, Skills, and Abilities:
• Experience in clinical medical research studies.
• S/He must have excellent English skills, both oral and written. Conversational Spanish skills are helpful.
• Interpersonal skills are essential; must have the ability to handle confidential and sensitive matters, demonstrate flexibility in dealing with non-routine tasks, and must manage multiple assignments simultaneously.
• The appointee must also be able to assume responsibility and work independently with minimal supervision. Authorships in scientific presentations and peer-review publications are preferred.

Education Requirements (Essential Requirements):
• Bachelor degree or higher

Work Experience Requirements (Essential Requirements):
• At least five years of work-related (clinical trials) clinical medical research experience, ophthalmic experience preferred.