**Research Assistant Job Description**

**Position summary:**

The research assistant is primarily responsible for assisting in research patient visits according to ICH-GCP guidelines and according to the IRB-approved study protocol and/or manual of procedures. Actives may be based off of study and director's needs. This individual is responsible for providing accurate documentation, examinations, and professionalism.

**Research Assistant Job Responsibilities and Duties:**

· Coordinate and schedule subject visits within study/subject specific windows per protocol

guidelines.

· Prepare visit-specific documentation and charts for Clinical Research Coordinator

· Observe Coordinator in patient care and management

· Assist Coordinator in monitoring subject flow and assist in subject care and management

· Observe, assist, collect and record all necessary data for follow up (e.g. adverse events, concomitant

medications, etc.) study visits

· Transcribe subject study information from source documents to the Electronic Case Report Forms

· Administer all mandatory questionnaires to study subjects

· Set up, prepare subject, and conduct electrocardiograms (ECG) on subjects as required per study

protocol

· Promptly request all necessary medical records for Serious Adverse Event Reporting

· Process and ship laboratory biological samples for analysis

· Perform intraocular pressure checks after injections

· Perform trial frame refraction and ETDRS visual acuity testing

· Inform subjects and obtain written re-consents regarding informed consent forms (ICF’s)

· Perform other duties as assigned

· Obtain any applicable additional/required sponsor training and/or certifications

· Observe and assist scribe in ocular exams for doctors and confirm appropriate treatment per protocol

**Job Requirements:**

· Ophthalmic experience is preferred, but not required.

· Medical office experience is preferred, but not required.

The following skills are required:

· Reliability is a top priority.

· Must be able to multi-task

· Possess high energy, have a positive & professional attitude

· Strong communication skills with a team player approach

· Critical time management skills

· Adhere to ongoing training and education

· Demonstrate effectiveness showing courtesy, diligence, integrity, and teamwork

· Strong interpersonal skills (effective listening, clear communication, effective customer problem resolution, warm demeanor)

· Willing to train

**Physical Demands and Requirements:**

· Ability to stand and walk for long periods of time

· Ability to lift more than 30lbs

· Ability to converse with patients – speaking and hearing

· Frequent use of a computer terminal, keyboard, and mouse

· Manual dexterity to operate ophthalmic equipment

Notes:

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

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