



OPEN PART-TIME POSITION - CLINICAL RESEARCH ASSISTANT

This is a great part-time opportunity to join the SkinCare Physicians' team, where we take pride in supporting our mission, vision and values by exhibiting excellence and competence, collaboration, teamwork, innovation, respect, commitment to our patients, and accountability.

GENERAL SUMMARY:

The Clinical Research Assistant supports the Clinical Research Coordinators and Director in the coordination of clinical trials in the area of Cosmetic Dermatology.

ESSENTIAL JOB FUNCTIONS*:

- Organizes and maintains documentation required by Sponsor or CRO
- Recruits, screens and enrolls study subjects for upcoming studies
- Schedules patient visits according to respective protocol requirements
- Complies with protocol and overall clinical objectives including the collection, preparation, maintenance, submission, and tracking of study documents, source document case report forms, consent forms, photography, and study related tasks
- Performs data entry and resolves data queries with Sponsor and CRO
- Obtains records required to complete case report forms, conduct initiation, monitoring and closeout visits with Sponsor or CRO
- Maintains regulatory binders
- Ensures device and drug accountability
- May perform blood draws, urinalysis, ultrasounds and other medical procedures
- Interfaces well with Institutional Review Board (IRB), Sponsor, Investigators, clinical staff, patients and subjects

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

- Associate's degree or equivalent experience and knowledge of medical terminology required
- Strong medical background required, clinical research a plus
- Organizational skills with exceptional attention to detail. Strong computer skills
- Able to function independently and as a team player
- Must possess a calm demeanor and the ability to be sensitive to patient needs and attitude.
- Must keep patient and business confidentiality at all times. Follows HIPAA policies for patient privacy
- Knowledge of IRB and human research protection regulations preferred.

**Applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

SkinCare Physicians is committed to the principle of equal employment opportunity. Applicants for employment and employees are reviewed on their individual qualifications for a position. Under no circumstances will SkinCare Physicians discriminate against qualified persons on the basis of race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, disability, mental illness, genetics, choice of health insurance, marital status, age, veteran status, or any other basis prohibited under applicable law.

JOIN THE LEADING EXPERTS IN SKIN CARE!

If you are interested, please send your resume and cover letter to humanresources@skincarephysicians.net