



OPEN POSITION – MEDICAL ASSISTANT / CLINICAL RESEARCH ASSISTANT

SkinCare Physicians is the premier, state-of-the-art cosmetic surgery, laser, and dermatology practice in New England. We are a team of physicians, nurses, aestheticians and professional staff looking for top people to help us expand our practice and contribute to our mission of delivering personalized service and ethical, skilled, and comprehensive care. We are currently seeking a full time **Medical Assistant/Clinical Research Assistant**.

GENERAL SUMMARY

Caring and energetic individual responsible for the recruitment of study participants into clinical research protocols.

JOB RESPONSIBILITIES INCLUDE:

- Establish rapport and ensure that courteous, efficient service is provided to callers, and all customers including, but not limited to patients, subjects, potential subjects, doctors, and anyone at the pharmaceutical sponsors.
- Manage the overall daily recruitment activities on all assigned enrolling protocols: screen subjects and identify their diagnosis and exclusion factors to ensure correct study placement.
- Demonstrate knowledge of SkinCare Physicians' clinical research studies as well as the diagnoses and medical terminology pertaining to each study.
- Maintain the research database: track clinical trial progress and keep the status of all subjects updated.
- May perform other duties as assigned by the research director.

QUALIFICATIONS:

- A Medical Assistant's degree and a minimum of 1 year of experience in a clinical setting or equivalent.
- Ability to work in a fast-paced environment and process a large volume of internal and external calls.
- Empathetic and highly professional with subjects.
- Ability to schedule subjects in a timely and appropriate manner.
- Team player who works well with coworkers and other departments when dealing with subject requests and inquiries.
- Proactive with patient questions; helpful and flexible in handling subject situations and conflicts.

BENEFITS:

SkinCare Physicians offers a competitive benefits package that includes Medical, Dental, Life, and Disability insurance, 401k, generous PTO and holiday time, free parking and complimentary or discounted cosmetic and aesthetic services and products.

If you are interested, please send your resume and cover letter to hrcsp@criticalpathadvisors.com

COVID-19 considerations:

SkinCare Physicians, Inc. has a mandatory Covid 19 vaccination policy in place, including boosters as determined by our Vaccine Committee.