



KAISER PERMANENTE®

**Research Assistant/ Sr. Research Assistant
Job Family: Research & Development**

Requisition ID: RE.0800844	Internal Post Date: 04/15/2008	Internal Post Expiration: 04/14/2010
Public Department Description: Division of Research	Facility Name: Regional Office	Work Location: 2000 Broadway, Oakland 94612
Position Type: Part-Time Regular	Scheduled Hrs per Week: 20	Shift: Day
Working Hours (Start): See description below	Working Hours (End): See description below	Work Days: See description below
Job Code: 967012	Grade/Salary Range:	Employee Group: Non-Union, Non-Exempt
Division: Regional Offices	EEO Category: 5A - Secretary/Specialized Support	AAP Goal: Asian
Entity/Loc Code/Cost Center: 1.015.9131	Replacement? Addition	Replacement Name:
Hiring Manager: Maureen Fitzpatrick	ERAP: N	Recruiter: Chris Jones

Qualifications:

This position supports Kaiser Permanente's code of conduct and compliance by adhering to all laws and regulations, accreditation and Licensure requirements, and internal policies and procedures. Kaiser Permanente is proud to be an equal opportunity/affirmative action employer.

DEPARTMENT: DIVISION OF RESEARCH

SCHEDULE: Part-time Regular; 20 hours per week; Day shift; Days and Hours may vary depending upon operational needs.

This position is expected to continue pending continuation of grant/contract funding.

EDUCATION/CERTIFICATION/LICENSE: High school diploma or equivalent required. Associate's degree or equivalent experience preferred.

POSITION SUMMARY:

Recruits and screens study participants. Conducts telephone or in-person interviews with study participants. Edits and codes questionnaire data. Prepares forms and maintains accurate records and files.

QUALIFICATIONS:

Previous experience in a research/health care environment preferred.

Excellent interpersonal and communication skills; telephone skills required.

Previous interviewing experience preferred. Experience and knowledge of computer applications, such as word processing and database software, preferred. Familiar with medical terminology. Familiarity with editing/coding questionnaires preferred. Must be able to work in a Labor/Management Partnership environment.

PREFERRED QUALIFICATIONS:

Experience with medical terminology and word-processing and spreadsheet software programs preferred. Proficiency with Microsoft Office products (Word, Excel, Access, and PowerPoint) and Teleform software highly desirable.

Familiarity with editing/coding questionnaires preferred.

SKILLS TESTING: N/A

DUTIES:

Answers participants' questions and assists in screening, recruiting, and consenting patients. Contacts patients who do not respond to mailings.

Schedules examination appointments for study participants. Conducts structured telephone or in-person interviews with study participants.

Reviews questionnaires for completeness and accuracy; checks for inconsistencies; and codes open-ended questions. Prepares, mails, and processes questionnaires. Assists in tracing study participants.

Prepares data for electronic processing. Keeps accurate records and files.

Consistently supports compliance and the Principles of Responsibility (Kaiser Permanente's Code of Conduct) by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licenser requirements (if applicable), and Kaiser Permanente's policies and procedures.

OTHER DUTIES:

Conducting study procedures in the clinic or by telephone. The procedures include instructing participants in adherence to study protocols and assisting with clinical procedures (e.g., EKGs, vital signs, and anthropometry).

Preparing, copying, distributing, and filing study materials. Preparing study packets for mailing.

Administering, collecting, and editing questionnaires. Preparing forms for data entry.

Entry of data and assisting with data cleaning.

Participant monitoring, follow-up, and tracking activities.

Maintaining subject and data tracking systems.

Maintaining study visit calendar.

Assisting with shipment of biological specimens.

Scheduling study meetings, preparing meeting materials, and taking minutes.

Responding to participant questions and requests.

Assisting in the development of study tools (such as manual of operations, protocols, and tracking forms).

Informing the Administrator and Clinic Coordinators of the status of clinic operations and any problems encountered.

Performing other general study tasks, as necessary.

Able to work with many different PIs and study coordinators from multiple studies at one time.