



KAISER PERMANENTE®

**Research Assistant -Grade 8 (#2/2)
Job Family: Research & Development**

Requisition ID: RE.0801181	Internal Post Date: 05/28/2008	Internal Post Expiration: 05/27/2010
Public Department Description: Division of Research	Facility Name: Regional Office	Work Location: 710 Lawrence Expressway, Santa Clara, 95051
Position Type: FT or PT	Scheduled Hrs per Week: 20-40	Shift: Day
Working Hours (Start): See schedule below	Working Hours (End): See schedule below	Work Days: See schedule below
Job Code: 967012	Grade/SalaryRange:	Employee Group: Non-Union, Non-Exempt
Division: Regional Offices	EEO Category: 5A - Secretary/Specialized Support	AAP Goal: Asian
Entity/Loc Code/Cost Center: 1.015.9107	Replacement?: Addition	Replacement Name:
Hiring Manager: Niela Pomernacki	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/Full-Time Regular; 20-40 hours per week; Shift times and days will vary depending on departmental need.

This position is expected to continue for one year or pending continuation of grant/contract funding.

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.

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

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:

To join the regional Division of Research Clinical Trial team and to support administrative and research-related needs of Research Nurse in clinical drug trials evaluating the safety and effectiveness of experimental drugs used to prevent cardiovascular and other adverse clinical outcomes.

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:

Assist in scheduling patient appointments. Confirm patient appointments.

Assist in recruiting and screening study participants.

Assist in processing and preparing specimens for shipment.

Enter patient data using study-specific electronic clinical research forms and tracking software.

Assist in maintaining accurate patient charts and files.

Other duties as required to assist the research nurse with administrative and clinic activities.