CHILDREN’S NATIONAL MEDICAL CENTER  
Center for Translational Research  
Clinical Research Assistant position  
Start Date: July 2019

Job Description:
We are looking to hire a one-year Clinical Research Assistant (CRA). This position is ideal for graduating seniors who want to gain clinical research experience before attending medical school or a doctoral program in psychology. This position is a full-time and includes a competitive benefits package. This position will be part of a multidisciplinary collaborative clinical research team under the supervision of Carrie Tully, PhD, pediatric psychologist, Division of Trauma and Burn Surgery, and Randall S. Burd, MD, PhD, Chief of the Division of Trauma and Burn Surgery at Children’s National Medical Center in Washington, DC.

The CRA will coordinate and assist with funded studies in the Division of Trauma and Burn Surgery. The primary responsibility will be to coordinate a longitudinal study of family coping and resilience after pediatric burn injury. The CRA will also have additional responsibilities in related work by our research group that is focused on developing new approaches for improving the early care of injured children.

Responsibilities include:
• Recruiting and enrolling participants including conducting informed consent discussion and collecting data through in-person or telephone interviews with families while maintaining confidentiality.
• Coordinating procedures for the study, including scheduling and tracking participant recruitment, retention, and follow-up completion.
• Coding medical provider behavior during videotaped medical procedures.
• Assisting with the development and implementation of multiple research studies, including both new and ongoing projects.
• Conducting medical record reviews.
• Data entry/management/analysis.
• Supervising and assisting in training of undergraduate volunteers.
• Assisting with editing of manuscripts for publication.
• Maintaining Institutional Review Board (IRB) approvals and ensuring research ethical compliance.
• Initiating and overseeing contractual agreements with study vendors.

Opportunities include:
• In-depth exposure to the treatment of injured children, psychological assessment and interventions in this setting, and clinical research design and study implementation.
• Potential opportunities for presenting research findings and co-authorship on publications related to this research work.
• Experience working collaboratively with medical professionals from a range of disciplines, including clinical psychology and medicine.

Environment:
• Our research team internally numbers about 12 (you will not be alone in an office or lab!) and extramurally includes a few dozen.

Prior RAs working with Drs. Tully and Burd have successfully obtained competitive graduate school admission in clinical psychology programs and medical school.
Requirements:

- Prior experience in clinical human subjects research.
- One-year commitment.
- Impeccable organizational skills.
- Outstanding communication skills.
- Schedule flexibility to accommodate limited weekend/evening hours for follow-up phone calls.

Additional recommended qualifications:

- Knowledge of and experience in working with Institutional Review Board (IRB) protocols
- Experience using statistical software (SPSS, SAS, Stata, R)
- Experience working with patients in a healthcare setting

Interested individuals should send the following in an email with the subject line, “Research Position at CNMC - Georgetown” to Dr. Tully at ctully1@cnmc.org:

1. A letter (not to exceed one page) describing reasons for your interest in this position, prior experience in clinical human subjects research, and a description of short- and long-term career plans.
2. A resume or CV that includes college GPA.

Review of applications begins immediately and will be ongoing until the position is filled. Finalists for this position will be interviewed on-site at Children’s National Medical Center in Washington, DC.