

## **Orthopedic Sports Medicine Clinical Research Associate**

### **Key components of job description:**

Conduct and manage all aspects of sports medicine clinical trials

- Aid in writing study protocols and grants.
- Prepare materials and submit proposals for IRB review.
- Recruit subjects, prepare and obtain consents
- Manage credentials for study personnel
- Communicate with physicians as needed to determine the nature of projects and the scope of work to be performed.

Manage all aspects of scientific manuscripts

- Write and edit manuscripts. Prepare manuscripts for submission and publication
- Coordinate meeting presentations – deadlines for submission, preparation of presentations, posters, and related projects
  
- Seek and secure funding for sports medicine research from institutions, professional societies, funding agencies (NIH), industry and charitable organizations.
- Manage all sports medicine research projects and oversee research assistants. Perform independent research when required. Act as a mentor for trainees (resident, fellow, and medical student) research projects.
- Perform various clerical duties as they relate to projects
- Conduct literature searches and summarize findings
- Perform data analysis and quality control checks. Manage databases and perform statistical analysis.
- Coordinate monthly sports medicine research meetings
- Deliver lectures on research methods and statistics
- Request or obtain adequate supplies and space needed to complete research projects.

### **Educational and experience requirements:**

- Master's degree in epidemiology, biostatistics, or public health
- At least two years of experience as a lead coordinator of clinical trials
- Proficiency in Microsoft Office/Outlook

### **Skill and competency requirements**

- Knowledge of good clinical practice, FDA, IRB, and HIPAA regulations
- Excellent, proven writing skills

- Ability to work independently. Self-starter attitude and an ability to work with limited supervision. Willingness to learn, adapt, and change
- Good communication and interpersonal skills
- Flexible work attitude to accommodate deadlines and unexpected demands