



Project Coordinator - Health Science Specialist
Salary Range: GS 0601 09 (\$53,496 - \$69,539)
Center for Innovations in Quality, Effectiveness and Safety
Michael E. DeBakey VA Medical Center

The Michael E. DeBakey VA Medical Center, Houston, TX and Baylor College of Medicine are seeking qualified applicants for the position of **Project Coordinator – Health Science Specialist**, VA Health Services Research and Development (HSR&D) Center for Innovations (COIN) in Quality, Effectiveness and Safety (IQuEST).

We are seeking a highly motivated individual to serve as project coordinator for the federally funded research project entitled, "*Identifying and Delivering Point-of-care Information to Improve Care Coordination.*" The role of the coordinator will be to oversee and carry-out daily study operations as specified in the research protocol. There is no patient contact in this position. The ideal candidate will be a highly motivated individual who can work independently, with limited supervision. This position will be based in **Houston, TX.**

Tasks and Responsibilities:

Study Administration

- Ensures that all study timelines are met.
- Monitors study activities to ensure compliance with protocols and with all relevant local, federal, and state regulatory and institutional policies.
- Establishes study files and maintains master lists of study participants and other required records of study materials.
- Prepares and oversees study-related documentation; maintains all Institutional Review Board documents and handles communications with study sites.
- Participates in the development of study protocols including guidelines for administration or data collection procedures.
- Identifies protocol problems, informs investigators of problems, or assists in problem resolution efforts.
- Secures permissions and authorizations for use of existing data sources per study protocol.
- Prepares for or participates in audits conducted by study regulators or designated reviewers.

Participant Recruitment, Data Collection, and Analysis

- Oversees, conducts and tracks participant recruitment, informed consent, and retention.
- Oversees and coordinates focus group, survey, and clinical performance data collection across multiple hospitals as described in the study protocol.
- Performs and oversees entering of study data and monitors consistency.
- Prepares data for statistical analysis as described in the study protocol.
- Assists in evaluating and analyzing research data.

Study Reporting

- Prepares monitoring and progress reports as required by regulations and the research protocol.
- Gathers reference materials for publications, conference presentations and other scientific dissemination products.
- Performs literature searches and reviews, and maintains reference management as needed.
- Participates in the preparation of manuscripts, posters, and other scientific dissemination products as needed.

Other Responsibilities

- Coordinates, attends, and documents project meetings and related activities.
- Coordinates activities and communications among study team members.
- Attends individual meetings with Principal Investigator.
- Participates in focus group and performance measure design.
- Performs other job-related duties as assigned and/or required by the project.

Required Qualifications:

- Minimum requirements: Bachelor's Degree in behavioral sciences, public health, organizational psychology, health administration, biomedical informatics, or related field with three years of research experience.
- Preferred: Master's Degree in behavioral sciences, public health, organizational psychology, health administration, biomedical informatics, or related field. Experience/knowledge of clinical settings, particularly primary care. Experience working with a geographically dispersed team.
- Applicants must be a U.S. citizen. Permanent residents are not eligible.
- Ability to work effectively as a member of an interdisciplinary team.
- Excellent interpersonal and communications skills in both written and spoken English.
- Strong analytical, reasoning, scientific writing, and organizational skills
- Must be able to work successfully as part of a team that includes research participants, support staff, research and health care professionals, and leaders.
- Strong telework skills, including excellent time management, communication and organization.
- Proficient with technology-based communication tools (e.g., LiveMeeting, VTech/Skype, SharePoint) to facilitate telework

This is a term position with no relocation expenses.

BCM and the Michael E. DeBakey VA Medical Center are Affirmative Action/Equal Opportunity/Equal Access Employers.

Contact:

Center for Innovations in Quality, Effectiveness and Safety

2450 Holcombe Blvd, Suite 01Y

Houston, TX 77021

HSRDHR@va.gov or Phone: 713-794-8601 Fax: 713-748-7359

Please reference "Project Coordinator – Health Science Specialist" in the subject line.