



Research Coordinator

VA Health Services Research and Development Center for Innovations in Quality, Effectiveness and Safety and Baylor College of Medicine

Salary Range: \$53,898 - \$85,703

The Michael E. DeBakey VA Medical Center, Houston, TX and Baylor College of Medicine are seeking qualified applicants for the position of **Research 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 research coordinator for multiple federally-funded healthcare improvement and implementation grants. The role of the health science specialist will be to coordinate and carry-out the day-to-day activities of the project. The ideal candidate will have some prior knowledge of health services research and is a highly motivated individual who can work independently as well as in a team. This position will be based in **Houston, TX**.

Tasks and Responsibilities include:

- Interviews, screen and recruits patients for study; explains process and procedures to educate participant regarding the research study.
- Collects patient information; processes documents and enters information into a database. May perform Venipuncture (blood draws), EKGs/ECG's and obtain vital signs on study participants.
- Maintains records and regulatory documents and records for research studies.
- Schedules research participant for tests and procedures such as laboratory tests, x-rays, and other studies specific for the research protocol.
- Retrieves and submits test results to appropriate party.
- May correspond with patient throughout study.
- Orders supplies and equipment.
- Performs other job duties as assigned.

Required Qualifications:

- Strong organizational skills
- Must be able to work independently and proactively
- Must be able to work successfully as a member of an interdisciplinary team that includes staff, fellows, faculty, health care professionals, and national-level leaders
- Excellent interpersonal and communications skills in both written and spoken English
- Bachelor's degree in behavioral sciences, public health, basic science, health administration, or other science-related field
- Previous experience in an academic setting
- Expertise in MS Office
- Applicants must be a U.S. citizen. Permanent residents are not eligible.

Preferred Qualifications:

- Experience in healthcare improvement
- Master's degree (MPH, MHA or other healthcare related degree)

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

Please send Resume and letter of interest to:

vhahouhsrdinfo@va.gov

Attn: Research Coordinator Position