



**Yale/Yale New Haven Hospital
Center for Outcomes Research and Evaluation (CORE)
1 Church Street, Suite 200
New Haven, Connecticut 06510-3330
Phone: 203-764-5700 Fax: 203-764-5653**



Position Opening

TITLE: Research Assistant

SUMMARY

Assists with research projects including data collection, medical record abstraction, conducting patient surveys, computer data entry, maintaining computerized database, generating computer graphics, library literature searches, and overall project organizational support.

POSITION DUTIES AND RESPONSIBILITIES

Conducts patient surveys through face-to-face interviews, phone, and mail in a courteous, respectful and friendly manner.

Develops and maintains study files, project notebooks, and communication files in an organized manner.

Coordinates study design meetings, schedules meetings, prepares minutes and action plans.

Performs accurate data entry and patient tracking using computerized ACCESS databases.

Performs data abstraction of medical records with high degree of accuracy and validity.

Participates in all data collection processes as necessary, including organizing information, data entry, generation of worksheets.

Pilots data collection tools and surveys.

Performs library literature searches.

Assists in the design of data abstraction and patient survey tools.

Uses computer programs (EXCEL, ACCESS, MSWORD, POWERPOINT) to input data, create summary reports, generate graphics, analyze data, and prepare presentation.

Works with physicians, nurses, and other staff members to collect information.

Represents CORE in a professional manner at all times using excellent customer relations.

POSITION SPECIFICATIONS

Education (number of years and type required to perform the position duties): Graduation from an accredited college or university in Healthcare, Human Services or a related field preferred, or a combination of relevant experience and education.

Experience (number of years and type required to meet an acceptable level of performance): A minimum of six (6) months to one (1) year experience in a research capacity or related



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experience which must indicate ability to work with people, to work with minimal supervision, and be receptive to direction. Familiarity with medical terminology is desirable.

Special Skills: Must demonstrate excellent organizational ability, computer skills and knowledge of research process.

Accountability (how is this position held accountable for such as goals achievement, budget adherence or other areas of accountability): Responsible for collecting accurate data according to standards and guidelines in CORE.

Complexity (describe planning, problem solving, decision making, creative activity or other special factors inherent in the responsibilities of this position): Ensures data is collected in an accurate, confidential manner. Communicates with CORE staff about problems incurred in data collection or conducting study and makes recommendations for improvement.

SALARY RANGE: \$38,000-\$62,000

Please send resume to: Valerie.solli@yale.edu for consideration.