

Center of Innovation to Accelerate Discovery and Practice Transformation

A Veterans Affairs Health Services Research and Development Center of Innovation

The Center of Innovation to Accelerate Discovery and Practice Transformation at the Durham VA Health Care System is seeking a full-time (40 hours/week) Research Associate to support VA research studies at our health services research center, Durham ADAPT. Please visit our website to learn more about our research and programs.

Job Description: This position serves as a center-wide Research Associate with duties specific to those requirements that affect the full span of projects supported by the HSR&D Durham Center of Innovation to Accelerate Discovery and Practice Transformation (ADAPT). Duties include supporting center-wide events and activities as well as tasks related to individual research projects.

Examples of roles of a Research Associate include:

- 1) Schedule and prepare materials for center-wide and study team meetings including agendas, slide presentations and notes
- 2) Review medical records to screen for eligibility, record and update information (for screening, consents interviews, other information) in electronic databases
- 3) Obtain verbal and/or written informed consent, Health Insurance Portability and Accountability Act (HIPAA) authorization, and follow all rules regarding HIPAA, information security and other federal regulations for conduct of human subjects research
- 4) Recruit and enroll participants and conduct interviews in-person, via telephone, or video-conference
- 5) Administer surveys, conduct data entry, data management, and data cleaning tasks
- 6) Work collaboratively with leadership and administrative team to achieve center goals, including support of grant preparation and new study start-up activities
- 7) Interact with stakeholder groups including Veterans, clinical providers, and VA leadership
- 8) Provide general research assistance to center and project leaders, including literature reviews, formulation of tables, figures, posters and presentations, reports and assistance with other dissemination and communication efforts

Requirements: To be eligible, candidates must possess a Bachelor's or Master's degree in public health, health services research, epidemiology, psychology, or other allied health science field. Willingness to learn and attention to detail are required. Experience with research in health care settings and proficiency with Microsoft Office including Outlook, Word, PowerPoint and virtual meeting platforms preferred. Must be highly motivated, organized, and autonomous with strong skills in multi-tasking and record-keeping, and possess a professional demeanor with excellent interpersonal skills. **U.S. citizenship is required.**

Position: Research Associate, The Center of Innovation for Accelerating Discovery and Practice Transformation at the VA Durham Healthcare System, Durham, North Carolina. Full-time. GS-6, 7 or 9, depending on education and experience. Benefits included. This position is anticipated to be an in-person position, but there may also be tele-working arrangements depending on phase of COVID-19 outbreak and local orders.

Contact: Please E-mail a cover letter and resume to Dr. Nicki Hastings, c/o Nancy Dixon Nancy.Dixon5@va.gov, subject line: **ADAPT Research Associate Position**