

Medical Research Assistant Job Description

- Create research plan and budget, outlining places, areas, time, and expenses involved in carrying out a particular research, identifying challenges and suggesting ways to tackle them beforehand to avoid hindrances
- Identify relevant potential participants, educate them on research procedures and possible dangers to get them psychologically ready for the project, and to enable them make informed decisions about their participation
- Design tools and models for clinical trials, observing professional standards, and following step by step procedures without cutting corners, to obtain valid results
- Interact with research team members, brainstorming on ideas on research procedures to ensure successful findings
- Maintain research sites in line with regulatory binders, monitoring associate shadow binders
- Ensure that research tools and materials are available even before the commencement of the research, to ensure smooth flow of operations
- Guarantee the safety of team members and participants during procedures by taking effective safety measures and putting machinery in place to handle crises and emergencies that may arise
- Supervise research activities and provide support to team members by sending them reminders of vital information, facilitating communications between members of the team to ensure uniformity in execution of procedures
- Inform relevant authorities of need to carry out procedures in certain areas to avoid issues of trespassing; and obtain legal authorization for the procedure as backing in case of suits arising from research causalities

- Evaluate research's observation methods for efficiency and make recommendations for improvement to ensure reliability and generalization of results
- Prepare documents for participants' consent and authorization and ensure they are signed and delivered to the right channels for proper documentation. Also ensure that all research files are properly secured
- Execute diagnostic aspects of medical treatment to ascertain the cause and effect of patients' health condition as such findings are instrumental to effective treatment
- Keep records of clinical researches in files and computer systems; take note of successful procedures; observe any side affect; and treat research programs with confidentiality
- Comply with procedures for infection control in the clinic to avoid destroying research materials unknowingly
- Enforce preventive maintenance techniques to preserve specimens and tools.