

# Volunteer Research Assistant Job Description

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- Track participant vital signs like heart rate, blood pressure, or blood sugar
- Document participant medical histories
- Accurately record study data and participant responses on paper or in databases
- Update participant files showing enrollment status, visits, milestones reached
- Schedule and remind participants of ongoing study appointments
- Answer participant questions about study details and expectations
- Distribute study drugs, placebos, or medical devices to participants
- Help doctors and nurses with medical procedures, when permitted
- Log biological samples and enter related specifics
- Prepare documents and visuals to support lead researcher
- Perform literature reviews summarizing existing research background
- Enter completed survey and study tool data into databases
- Digitize paper documents via scanning, uploading, renaming, backing up
- Compile data sets and reports for statistical analysis as needed
- Verify accuracy and consistency of entered or compiled data
- File study documents and update records properly
- Schedule and prepare for project meetings and reviews
- Help with quality assurance to pinpoint improvement areas
- Maintain clean, orderly research areas
- Complete training to properly carry out other delegated study tasks
- Assist with participant recruitment by distributing study information, screening responses, and scheduling appointments
- Guide participants through informed consent procedures
- Administer surveys, interviews, and study questionnaires.