

## **Position Title**

**Research Coordinator**

## **Organization**

**Center for Healthcare Informatics and Policy (CHIP)  
Weill Cornell Medical College**

## **Location**

**New York, NY**

## **Type**

**Full-Time**

## **Job Description**

Under direct faculty supervision within the Department of Pediatrics of Weill Medical College of Cornell University, candidate will coordinate research projects that are part of the Center for Healthcare Informatics and Policy, the Division of Quality and Medical Informatics including the Health Information Technology Evaluation Collaborative (HITEC). The candidate will be expected to contribute to the advancement of research both scientifically and operationally. Scientifically the candidate will be expected to assist faculty in the development of evaluation tools and methods associated with various projects. Operationally, the candidate will coordinate research projects, including meetings, timelines, and deliverables, assist with Institutional Review Board protocols, the design of data collection tools, in data collection, data analysis and in manuscript preparation and presentations.

- A. Assist in the development of methods to evaluate the impact of health information technology on health care outcomes. In conjunction with faculty, develop specifications of clinical and financial data sets to be used for analysis.
- B. Coordinates various research studies on health information technology, patient safety, quality of care and outcomes of care across a diverse group settings including hospitals, ambulatory care facilities, specialty institutes, and other sponsored and affiliated organizations across New York State.
- C. The candidate should be able to independently perform medical literature reviews and library searches. The candidate should have experience with formatting, presenting and writing abstracts or journal articles for publication or presentation at medical society meetings. The candidate should have excellent writing skills and be able to write portions of a scientific manuscript with direction.
- D. Experience with government and non-government funded agencies to help coordinate and assist with grant proposals. Coordinates with the divisional administrator on creating budgets for one-year, multi-year, and multi-site budgets for grants. Prepares internal routing forms for grant submission. Assists with subcontract/consortium agreements across institutions.
- E. Acts as liaison between researchers and grants administrators.
- F. Experience working with new HIPAA regulations. Prepares Institutional Review Board (IRB) applications and submissions. Maintains files of Institutional Review Board approvals and coordinates re-submissions in a timely manner.
- G. Performs primary data collection for clinical studies, including telephone surveys, analysis of administrative databases, analysis of electronic medical records, and analysis of electronic clinical data sources.

- H. Develops and maintains research databases. The candidate should have exceptional knowledge of and experience with data management software such as Microsoft Excel and Microsoft Access.
- I. Perform primary data entry into research databases
- J. Analyzes research data, including performing basic tests for statistical significance, as well as developing graphical and tabular presentations of the results. A basic working knowledge of software packages (SPSS, SAS) is preferred. Must have sufficient familiarity and experience with presentation software such as Microsoft PowerPoint.
- K. Travels to institutions as needed across New York State. (All expenses associated with travel will be reimbursed by the Center for Healthcare Informatics and Policy).

Performs other related duties as assigned.

## Requirements

### ***Minimum Requirements***

\*The successful candidate must possess a bachelor's degree, Master's degree preferred. At least 2 years of work experience and/or research experience in a clinical or public health setting required. Familiarity with basic concepts of healthcare economics, clinical epidemiology and health services research methodologies. Knowledge of research methods associated with the economic evaluation of healthcare interventions, patient safety and health information technology are a plus. The successful candidate should possess good organization skills, time management skills, excellent writing skills and the ability to manage several concurrent tasks. Computer proficiency in Word, Excel, Access, statistical software programs such as SAS or SPSS, and decision analysis software such as DATA Pro is highly desirable.

### **How to Apply**

Please send your cover and resume to [chip@med.cornell.edu](mailto:chip@med.cornell.edu) with "Research Coordinator" in the subject heading.