Working Title: Health Services and Care Research Specialist

Official title: SR RESEARCH SPEC(T16BN) or RESEARCH SPECIALIST(T16DN) or ASSOC RESEARCH SPEC(T16FN)

Degree and area of specialization: Bachelor's degree required; biological sciences, social sciences or health-related field preferred.

Minimum number of years and type of relevant work experience: 1-2 years of experience in a public health, community or clinical health care setting and/or 1-2 years of experience in clinical or health or social research environment desirable.

Previous healthcare professional background or training (i.e. RN, LPN, CMA, pharmacy) desirable.

Title prefix will be determined based on candidates experience.

Position Summary: This position will support the Health Services and Care Research (HSCR) program led by Dr. Amy Kind. The HSCR program focuses on improving the quality of care for vulnerable older adults, including multidisciplinary projects in clinical/health systems interventions, medical records assessment, and claims data analysis. The successful candidate will support the HSCR program in all aspects of research and will be part of a growing, creative, dynamic team. The incumbent will regularly work with colleagues from the Division of Geriatrics, the University of Wisconsin Hospital and Clinics, and the Madison VA Hospital and will report to the Program Manager.

The School of Medicine and Public Health has a deep and profound commitment to diversity both as an end in itself but, also as a valuable means for eliminating health disparities. As such, we strongly encourage applications from candidates who foster and promote the values of diversity and inclusion.

Principal duties: Specific duties include:

1. Work with Dr. Kind and her team to conduct high quality research; maintaining knowledge of specific study guidelines to assist in ensuring compliance with study mandates and federal regulations, managing project data and assuring data consistency/security, and maintaining data documentation.
2. Under the direction of Dr. Kind and the Program Manager, work to identify, recruit, and consent research subjects, abstract medical information and call subjects to conduct surveys as outlined within Institutional Review Board-approved protocols.
3. Perform necessary data abstraction and de-identification procedures from discharge summaries and other medical records.
4. Assist in the orientation, training and coordination of clinical data abstraction and other research staff.
5. Assist in the preparation of research protocols, training manuals and forms.
6. Maintain project management databases and records, including data entry.
7. Conduct medical and scientific reference bibliographic searches, including abstracting data from published sources, summarizing articles, and maintaining a bibliographic database.
8. Assist the team with research-related tasks such as preparation of manuscripts, institutional review board (IRB) applications/documentation, and data presentations and research reports.
9. Assist the Program Manager with research administrative tasks such as maintaining supply inventories, ordering and maintaining equipment, and preparing subject payments.
10. Interface with other departments and organizations within the School of Medicine & Public Health, hospitals and clinics as necessary to identify, collect and disseminate research protocol information and results.
11. Assist Dr. Kind and the Program Manager in planning and organizing scheduled research meetings and symposia, including coordination with multiple research teams within the UW and with outside partners. Prepare materials for research team meetings, summarize meeting results and maintain
12. Supervise, orient, coordinate and manage undergraduate research assistants (student hourly position holders) hired to assist with research projects.

Incumbent will be expected to perform other duties as assigned to support the HSCR program.

Additional Information:
This is a fixed-term terminal appointment that is expected to end two (2) years from date of hire. There is a possibility that this will be converted to a renewable appointment at a later date based on funding and program needs.

Candidate should be detail oriented and possess excellent interpersonal, problem-solving and organizational skills. Must be able to work well on a team and maintain professional interactions with patients, caregivers, hospital staff, and research staff.

Knowledge of clinical/health research principles and regulations preferred. Ability to navigate electronic medical records systems strongly desired. Experience in providing staff support to multidisciplinary teams a plus. Excellent verbal and written skills and proficiency with Microsoft Word, Excel & PowerPoint are required.

Hire will be subject to criminal and Caregiver background check requirements.

A criminal background check will be conducted prior to hiring.
A period of evaluation will be required

Employee class: Academic Staff
Department(s): SMPH/MEDICINE
Full time salary rate: Minimum $30,207 ANNUAL (12 months)
Depending on Qualifications
Term: This position will end on May 14, 2020
Appointment percent: 100%
Anticipated begin date: May 15, 2018
Number of positions: 2

Department Contact:
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HOW TO APPLY:
To begin the application process please click on the 'Apply Now' button. You will be asked to create a profile and upload a resume and cover letter. You will also be asked to provide contact information for three (3) references as part of your online application.

To ensure consideration, application must be received by: March 29, 2018
NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

**UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.**

For more information on the University of Wisconsin-Madison Office of Human Resources please see http://www.ohr.wisc.edu/

For more information on the University of Wisconsin-Madison see our home page at http://www.wisc.edu/

For UW Madison Campus Safety Information see http://www.students.wisc.edu/safety/