

2012 Clinical Research Internship

Objective:

The Hope Heart Institute's Clinical Research Interns are passionate individuals with the goal to further their knowledge and exposure within Cardiovascular Clinical Research. Clinical Research Interns help support The Hope's busy cardiovascular research program by working directly with Research Coordinators in clinical sites. The Hope Heart Institute conducts clinical research through industry trials aimed at testing new medications, devices and treatment methods to improve the overall standard of care in the treatment of heart disease.

Responsibilities:

- Provide administrative support for the research team, including but not limited to, regulatory filing, lab processing, maintaining study supplies and interfacing with cardiologists for records review and signature
- Manage clinical records
- Redacting/labeling/submitting source documents for research studies
- Records review and source document preparation
- Pickup and delivery between clinical site and The Hope Heart Institute's main office

Qualifications:

- Detail-oriented and thorough
- Strong logical thinking skills
- Office and administrative skills
- Strong oral and verbal interpersonal communication skills
- Professional demeanor and appearance
- Flexible and adaptive to varying projects during the day

Candidate Requirements:

- Qualified candidates must have previous medical/science coursework or a demonstrated interest in the field
- Candidate must be available June-August 2012 (exact start and end dates will be determined based on your schedule)
- Must pass a criminal background check
- Must have a reliable vehicle

Schedule:

- Specific schedules will be determined, approximately 20 hours per week

Location:

- This unpaid internship is based at our clinical site at Overlake Hospital in Bellevue as well as at our office in Bellevue, WA

To apply, submit:

- Cover Letter, Resume, and 1 Letter of Recommendation
- Application deadline: March 1, 2012
- In-person interviews will be scheduled during mid-March

Submit application materials & questions to:

Joie Hsu

Volunteer & Outreach Coordinator

jhsu@hopeheart.org

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