Lowcountry Center for Veterans Research

109 Bee Street (151)
Charleston, SC 29401
(843) 371-0037
www.lcvresearch.org

Position #: LCVR032021-01
Title: Psychometric Rater
Classification: Regular Full-Time (40 hours/week)
Salary: $23-25/hour
Location:

Summary:

Performs research study procedures in a team approach per study protocol, meeting protocol guidelines and applicable IRB and FDA Regulations. Coordinates with research physicians, other raters and study staff for timely completion of all study activities and ensures all resources available for completion of study visits. Complies with all policies and procedures and Federal, State and FDA regulations.

Duties & Responsibilities:

- Performs neuropsychic evaluations for research studies per study protocol, meeting protocol guidelines and applicable IRB and FDA Regulations. Coordinates with research physicians, other raters and study staff for timely completion of all study activities and ensures all resources available for completion of study visits. Complies with all policies and procedures and Federal, State and FDA regulations. Participates in monitoring visits and addresses queried/completes corrections in a timely manner. May provide training to new study personnel.
- Transcribes data into case report forms (source documents) completely and accurately. Monitors completeness and accuracy and coordinates collection and filing of all source documents and case report forms. Responsible for ensuring that all diagnostic reports are reviewed by research investigators and are forwarded to Primary Care physicians.
- Participates in recruitment activity to assess study inclusion and exclusion criteria to meet study contract enrollment. Records all study visits into patient tracking system to assist financial team.
- Formally train and/or mentor new staff or students; potentially including hiring, preparing or assisting with the preparation of performance evaluations, and performing related duties, in addition to instruction on project work.
- Performs other job duties and responsibilities as required.

Knowledge/Skills:

Possess strong verbal and written communication skills, ability to organize, and function as a cooperative team member. Understanding of IRB and Federal/State FDA regulations for clinical trials. In-depth understanding of data collection and documentation, cooperative group clinical trial methodology, and audit procedures. Knowledge in Microsoft Outlook, Word, Excel, and PowerPoint is required.

Qualifications and Hiring Criteria:

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- Authorization to work in the US to apply for this job and are subject to a background/suitability investigation
- *Education:* Bachelor's degree in Psychology and at least two years' experience in neuropsychic evaluations is required; or an equivalent combination of education and relevant experience from which comparable knowledge, skills, and abilities have been attained.

Company Information:
Lowcountry Center for Veterans Research (LCVR) supports the research-related activities of the VA (principally the Ralph H Johnson VA Medical Center) while enhancing its revenue and sustainability.

Email completed application with the position number to:

Lowcountry Center for Veterans Research
Nicole Alvarez, HR Administrator
alvarez@lcvresearch.org