



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Job Description

Job title:	Research Assistant
School/Institute:	School of Psychology, Global Brain Health Institute, Trinity College Institute of Neuroscience
Line manager:	Lorina Naci, Assistant Professor of Psychology
Duration:	Half time for up to 3 years

Job Purpose

The post holder will be part of a multidisciplinary research team working on studies examining cognitive disorders. Current research focuses on Alzheimer's and other dementias, mild cognitive impairment, brain-injury and healthy volunteers. Our studies use imaging, biomarkers and neuropsychological methods to assess healthy volunteers, carers and patients. The post holder will help with participant recruitment, scheduling, follow up, data entry, etc. and share their time between the Trinity College Institute of Neuroscience and the Memory Clinic at St James's Hospital, in Dublin, Ireland.

Environment

Trinity College Institute of Neuroscience (TCIN) is Ireland's only dedicated neuroscience research institute, one of Europe's leading and among the world's top 0.01% neuroscience institutes, based on the citations of its scientific publications (ISI Thomson Reuters, 2009). TCIN is a large scale Trinity Research Institute (TRI) with 45 PIs and 200 researchers. TCIN possesses an extensive research infrastructure including Tissue laboratories, Optogenetic facilities a 7T & 3T Magnetic Resonance Imaging (MRI) systems, 2 TMS systems, 128 channel EEG systems. It has developed advanced preclinical models and has access to patient populations, biosamples, and genotyping.

Main Responsibilities

The post holder will gain experience with project management and all aspects of the research process, which could serve as a launch pad to graduate studies and a host of other jobs.

The main responsibilities of the post-holder are to support the set-up, management and delivery of research studies as follows.

1. *Recruitment*

Recruit and screen participants to ensure the recruitment targets for the studies under her /his responsibility are achieved. Promote and maintain effective communication with research participants and members of the research team. Collaborate with external/internal academic colleagues. Attend multi-disciplinary meetings and clinics as appropriate. Evaluate participant eligibility for entry to the study by carrying out screening assessments.

2. *Data Management*

Ensure all adverse events and/or incidental findings are appropriately recorded and reported. Maintain accurate records and ensures all relevant information is documented in source data worksheets and patient medical records if applicable. Complete the electronic case report form in a timely and efficient manner. Obtain any missing data and resolve queries with the clinical investigators. Observe the confidentiality of participant information at all times, in accordance with the Data Protection Act. Contribute to reports or presentations as required by the principal investigators. Facilitate communication and data/project sharing between the Global Brain Health Institute (GBHI) site at Trinity College Dublin and the University of California San Francisco.

3. *Project Support*

Communicate effectively with participants, the research team and other professionals as appropriate. Provide ongoing information, advice and support to individuals participating in research studies and their carers and act on any concerns raised in a timely manner. To support preparation for periodic monitoring and safety reporting. The post holder will support the delivery of the various internal/external audits. Maintain study site files and documentation.

Key Contacts/Relationships

The post-holder will work with Dr. Lorina Naci and Professor Brian Lawlor at the GBHI at Trinity College Dublin and Registered Senior Nurse Lisa Crosby at St James's Hospital. Locally, they will work closely with clinical team at the Memory Clinic at St James's Hospital. Internationally, they will also work closely with the PREVENT partners, Research Co-ordinator and the PREVENT Trial National Co-ordinator and other sites across the UK and in France.

Knowledge, Skills and Experience Needed for the Job

Essential:

- BSc/BA in psychology, cognitive neuroscience, neuroscience, biomedical engineering, or related field
- Excellent computer skills
- Self-motivated with the ability to work both as part of a multi-disciplinary team and able to take the initiative when working alone
- Evidence of formulating, planning and carrying out a research project
- Ability to guide and support other members of staff; effective team working
- Evidence of continuing professional development
- Excellent organisational skills and ability to prioritise work and meet deadlines
- Able to establish appropriate documentation and record keeping
- Good presentation skills and ability to prepare and present reports
- Personal commitment, enthusiasm, professional attitude and positive role model

Desirable:

- Understanding of project management techniques

Job Context/Relevant Information

One of the studies which you will work on (the PREVENT Research Programme: <http://preventdementia.co.uk/>) aims to identify potential biological or psychological risk factors of Alzheimer's disease in a mid-life population in order to aid the future implementation of interventions before the presentation of symptoms.

Salary

The appointment will be made on the Research Assistant Salary Scale at a point in line with Government Pay Policy.

Application

Completed applications should be emailed to [LorinaNaciLab\[at\]gmail.com](mailto:LorinaNaciLab[at]gmail.com) with the subject line PREVENT RA Half Time.

- A cover letter explaining why this position interests you and what you will bring to it
- Your curriculum vitae (maximum two A4 pages)
- Your transcript or grades (from BSc/BA)
- The names of three references with email addresses and phone numbers
- A sample of your writing

Closing date for receipt of applications is **4pm on November 10th 2017**.