VA PORTLAND HEALTH CARE SYSTEM (VAPORHCS)
Job Vacancy List

This document is updated as vacancies become available, please check back often. Application instructions are unique to each vacancy, please read each vacancy carefully.

Quick Links: Clinical Research  Biomedical Research  Administration  PVARF

Clinical Research

**Health Technician, full-time, $36,139 (GS-5) / $44,765 (GS-7) + Benefits**
Under the supervision of the Director and/or Associate Director of the VA Center to Improve Veteran Involvement in Care (CIVIC) and CIVIC Core Investigators (PIs), the Research Assistant provides support to CIVIC and on multiple projects intended to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. Current research includes projects related to Veteran-centric care and strategies to enhance Veteran-clinician collaboration, as well as studies of chronic and comorbid conditions, pain and substance use disorders, suicide prevention, lung cancer, social networking, post-deployment conditions, and inter-professional learning.

**Health Technician, full-time, $40,283 (GS-6) / $44,765 (GS-7) + Benefits**
Research Assistant needed for a full-time position to assist a Principle Investigator (PI) in the VA Center to Improve Veteran Involvement in Care (CIVIC) with multiple research projects intended to advance the prevention and treatment of common and important mental health issues and conditions that affect Veterans and other patient populations. The Research Assistant will help with projects in several topics areas including: health care access, appointment no-shows, social isolation and loneliness, depression, suicide prevention, and mental health outreach via social media. These research projects employ a health services research framework and typically include collection and analysis of both quantitative and qualitative data.

**Health Technician, full-time, $40,283 (GS-6) / $44,765 (GS-7) + Benefits**
The duties of this position include: coordinates multiple simultaneous projects; develops project timelines and maintains project management databases; works with investigators and research staff to ensure tasks are completed and deadlines are met; maintains bibliographic research databases of journal citations/abstracts using EndNote; retrieves, researches, and tracks status of journal articles from the OHSU/VA libraries and Inter-Library Loan; prepares research materials for meetings; assists investigators and research staff with research data abstraction-related tasks and preparation; formats and edits research materials for consistency, such as summary reports, supporting research documents (e.g. appendices, figures, tables) and scientific manuscripts,
assists with other tasks as requested by the project manager, investigators, and project staff assigned to specific research topics.

**Health Technician, full-time, $40,283 (GS-6) / $44,765 (GS-7) + Benefits**

This position will entail executing multiple elements of human subjects’ research to provide support functions to enhance the efforts of VA Cooperative Studies Program (CSP) clinical trials conducted at VAPORHCS, with primary emphasis on recruitment/enrollment, regulatory compliance, and data quality.

**Health Science Specialist, full-time, $54,757 (GS-9) + Benefits**

The Health Science Specialist’s primary focus will be to produce a variety of Rapid Response Evidence Products and initial Scoping Briefs of systematic review topics for assignment to ESP Centers. Review topics often focus on health services delivery and policy and process of care and address the broader social issues among Veterans. Because of the emphasis on collaboration between VA operations and the evidence review team, ESP work products can have a strong impact on national policy.

**Health Science Specialist, full-time, $54,757 (GS-9) / $79,407 (GS-12) + Benefits**

Under the supervision of the Director and/or Associate Director of the VA Center to Improve Veteran Involvement in Care (CIVIC), Director of VA’s Evidence Synthesis Program Coordinating Center, and Principal Investigators (PIs), the Program Analyst serves multiple transdisciplinary studies intended to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. Current research includes projects related to evidence synthesis/systematic reviews, Veteran-centric mental health care, chronic pain, and strategies to enhance Veteran-clinician collaboration.

**Research Health Science Specialist, full-time, $54,757-$66,250 + Benefits**

We are looking for a motivated and independent Health Science Specialist for a full-time position to assist Principle Investigators (PIs) in the VA Center to Improve Veteran Involvement in Care (CIVIC) with multiple grant submissions and writing projects. Under the supervision of the Director of the Health Services Research & Development Center and Principal Investigators (PIs), the Health Science Specialist serves multiple transdisciplinary studies intended to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. Current research includes projects related to suicide prevention, chronic pain, and strategies to enhance Veteran-clinician collaboration. The ideal candidate will be skilled in both grant management and analysis relevant to human subjects or health services research, particularly qualitative. Candidates experienced with manuscript-writing and grant-writing are preferred.

**Health Science Specialist, full-time, $79,407 (GS-12) + Benefits**

Under the supervision of the Director of the Health Services Research & Development Center and Principal Investigators (PIs), the Program Analyst
serves multiple transdisciplinary studies intended to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. Current research includes projects related to Veteran-centric mental health care, chronic pain, and strategies to enhance Veteran-clinician collaboration.

**Biomedical Research**

**Research Assistant (Laboratory Technician), full-time, $36,139–$44,765 + Benefits**

The goal of our laboratory is to understand neuronal signaling at the single cell and circuit level and identify and characterize which pathways are engaged in acute neurological disorders. The lab is interested in a variety of disease states such as stroke, epilepsy, alcohol withdrawal and delirium. We wish to hire a Research Assistant to support and guide the workflow of our many intersecting research projects. We seek candidates who are highly motivated, meticulous, observant, and have good eye-hand coordination. This position requires someone who can work independently and collaborate effectively with our team of researchers.

**Administration Positions**

No current openings

**Portland VA Research Foundation Positions**

Additional career opportunities can be found at the VAPORHCS affiliate non-profit Web site at: [http://www.pvarf.org/careers.php](http://www.pvarf.org/careers.php)
Title: Research Assistant
Starting salary: $36,139 (GS-5) to $44,765 (GS-7) + benefits, depending on education and experience
FTE: 1.0

Position Summary
Under the supervision of the Director and/or Associate Director of the VA Center to Improve Veteran Involvement in Care (CIVIC) and CIVIC Core Investigators (PIs), the Research Assistant provides support to CIVIC and on multiple projects intended to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. Current research includes projects related to Veteran-centric care and strategies to enhance Veteran-clinician collaboration, as well as studies of chronic and comorbid conditions, pain and substance use disorders, suicide prevention, lung cancer, social networking, post-deployment conditions, and inter-professional learning.

Responsibilities
The Research Assistant will perform a variety of tasks for several research teams and/or the Center. The incumbent’s primary responsibilities will support Center Investigators’ operations and project objectives. Tasks will be commensurate with training and experience and may include:

• Managing communications with study personnel and consultants;
• Facilitating Institutional Review Board approvals or data requests;
• Helping investigators plan and manage travel;
• Supporting Veteran engagement initiatives;
• Transcription of research audio recordings;
• Data entry and/or database management;
• Basic data analysis and reporting;
• Study coordination;
• Subject recruitment;
• Collecting research data from subjects;
• Monitoring regulatory compliance of projects;
• Assisting with grant and report preparation;
• Completing additional administrative tasks to support individual projects and the Center.

Experience and Qualifications
• Required:
  o Bachelor’s or Master’s degree;
  o Experience with research as an undergraduate or in a research setting;
  o Ability to communicate effectively (written and oral);
  o Strong organizational skills: be able to attend to numerous details and multitask efficiently, and maintain project records and notes;
  o Ability to work independently and collaboratively;
  o Strong computer skills and experience with Microsoft Office Suite database software such as Access or Excel
  o Must be a US citizen (US Federal Government-funded position)
CLINICAL RESEARCH

• **Preferred:**
  o Basic website maintenance skills and experience;
  o Basic project management skills;
  o Experience coordinating regulatory paperwork for human subjects research;
  o Experience in health services research;
  o Experience writing and preparing quantitative reports;
  o Experience with qualitative research.

Interested candidates should send a cover letter and a resume/CV to Beau Edwards by email at Beau.Edwards@va.gov with the subject line ‘Research Assistant’.
Title: Health Science Specialist (Research Associate)
Salary range: $54,757 to $71,180 (GS-9) + Benefits
FTE: 1.0

Background

This position is housed in Research and Development Service located at the VA Portland Health Care System in Portland, Oregon. The incumbent will serve as a Health Science Specialist (Research Associate) for the Coordinating Center (ESPCC) of the Evidence-based Synthesis Program (ESP).

Established in 2007, the ESP makes high quality evidence synthesis available to clinicians, managers and policymakers as they work to improve the health and healthcare of Veterans. As part of the Quality Enhancement Research Initiative (QUERI) program, ESP is helping VA fulfill its vision of functioning as a continuously "learning healthcare system" to improve veteran health and health care. ESP achieves this by providing timely, targeted, thorough, unbiased and innovative syntheses of the medical literature for Veterans Health Administration (VHA) to translate into evidence-based clinical practice and policy, quality improvement and implementation, and future research initiatives at the national level.

Our program consists of four ESP Centers, each with an active University affiliation, and a Coordinating Center. Center directors are recognized leaders in the systematic review field with close ties to the AHRQ Evidence-based Practice Centers and Cochrane Collaboration and are practicing clinicians in the VA. This unique expertise enables ESP to produce comprehensive reports that answer a wide range of research questions in a variety of clinical and health system settings with a special emphasis on the Veteran population and geared towards helping VA leadership with policy and clinical decision making.

The ESPCC is charged with oversight of national ESP program operations, program development and evaluation, and dissemination efforts. The ESPCC establishes standard operating procedures for the production of evidence synthesis reports; facilitates a national topic nomination, prioritization, and selection process; manages the research portfolio of each Center; facilitates editorial review processes; ensures methodological consistency and quality of products; produces Rapid Response Evidence Briefs at the request of VHA senior leadership; collaborates with HSR&D Center for Information Dissemination and Education Resources (CIDER) to develop a national dissemination strategy for all ESP products; and interfaces with stakeholders to effectively engage the program.

Major Duties

The Health Science Specialist’s primary focus will be to produce a variety of Rapid Response Evidence Products and initial Scoping Briefs of systematic review topics for assignment to ESP Centers. Review topics often focus on health services delivery and policy and process of care and address the broader social issues among Veterans. Because of the emphasis on collaboration between VA operations and the evidence review team, ESP work products can have a strong impact on national policy.

- Assists PI in developing and refining Key Questions and inclusion/exclusion criteria for evidence synthesis reports.
- Reviews abstracts and full texts of scientific research studies for inclusion/exclusion; extracting relevant data.
CLINICAL RESEARCH

- Assesses the internal validity of studies using pre-established quality/risk of bias criteria; assesses the strength of the evidence using a structured tool.
- Drafts components of evidence synthesis reports including: background, methods, results, data synthesis, discussion, and executive summary for PI review.
- Adjudicates peer review comments; makes appropriate revisions to draft, and finalizes evidence synthesis report.
- Designs, builds and implements project specific databases (e.g., bibliographic) and/or spreadsheets.
- Designs data gathering tools and trains multidisciplinary team on the use of those tools to ensure data validity and reliability.
- Develops evidence tables, figures and other supportive documents.
- Performs basic statistical analysis.
- Manages editing and final preparation of evidence synthesis report as specified by program style guidelines.
- Prepares manuscripts for publication in scientific journals.
- Develops PowerPoint presentation of report findings for VHA leadership briefings, cyberseminars, or other dissemination venues.
- Presents report findings in person or by conference call to a variety of audiences.
- Coordinates the production time line and assignment of tasks for evidence synthesis report teams, assures submission deadlines are met.
- Mentors evidence synthesis report teams, comprised of clinicians, health services investigators, technicians, and students on study protocols.
- Meets with research team to review study protocols and train them on systematic review techniques to ensure validity and reliability of data collected.
- Designs and implements study specific trainings for study team personnel as needed.

Qualifications:

Required
- Master’s degree in public health, epidemiology, health policy/services, medical anthropology/sociology, or behavioral sciences.
- 2 years of experience working in a research setting.
- Ability to write concise summaries of findings and synthesis of data.
- Ability to effectively communicate report findings via publication and/or presentation.
- Proficiency using scientific literature search engines.
- Exceptional organizational skills with proven ability to prioritize competing priorities, follow through on tasks and meet deliverables.
- Excellent communication skills, including verbal, written, computer, and interpersonal.
- Self-motivated with demonstrated ability to work independently and as a contributing member of a multidisciplinary team.
- Proficiency in Word, Excel, Access, PowerPoint, and Outlook.
- Aptitude for learning new software tools and technology.
- Excellent customer service skills both on the phone and in person.
- Ability to use tact and diplomacy to maintain effective working relationships.
- Ability to anticipate needs and problem solve.
- Patient, dependable, conscientious and efficient.
- High degree of initiative and flexibility.
Preferred

- Experience applying the principles, practices, procedures, and techniques to conduct systematic reviews of scientific literature, including the ability to read and assess the internal validity and strength of evidence of scientific research studies.
- Experience using reference management software (e.g., EndNote, RevMan).
- Experience with qualitative analysis techniques and software tools.

Working Conditions
Primarily indoor office environment; requires work hours beyond standard office hours as needed. The position requires that work be conducted on site.

Physical Demands & Equipment Usage
Ability to sit for long periods of time in an office environment or meeting setting; ability to be move about between meetings, across campus, and across Portland to other sites as well as air travel; and ability to lift and carry 20 pounds.

Candidates must be US citizens. Interested candidates should send a cover letter, resume/CV and list of 3 references to Nicole Floyd, by email at nicole.floyd@va.gov with the subject line ‘Health Science Specialist’ by September 4, 2018 for first consideration.
Title: Research Assistant
Expected starting salary: $40,283 (GS-6) / $44,765 (GS-7) + Benefits
FTE: 1.0

Position Summary
We are looking for a motivated Research Assistant for a full-time position in the VA Evidence-based Synthesis Program Coordinating Center (ESP CC) located at the Portland VA Medical Center to help coordinate the work of a research team on a variety of Rapid Response Evidence Products and initial Scoping Briefs of systematic review topics for assignment to ESP Centers. Review topics often focus on health services delivery and policy and process of care and address the broader social issues among Veterans. Because of the emphasis on collaboration between VA operations and the evidence review team, ESP work products can have a strong impact on national policy.

The duties of this position include: coordinates multiple simultaneous projects; develops project timelines and maintains project management databases; works with investigators and research staff to ensure tasks are completed and deadlines are met; maintains bibliographic research databases of journal citations/abstracts using EndNote; retrieves, researches, and tracks status of journal articles from the OHSU/VA libraries and Inter-Library Loan; prepares research materials for meetings; assists investigators and research staff with research data abstraction-related tasks and preparation; formats and edits research materials for consistency, such as summary reports, supporting research documents (e.g. appendices, figures, tables) and scientific manuscripts, assists with other tasks as requested by the project manager, investigators, and project staff assigned to specific research topics.

Responsibilities
The Research Assistant will work with the research team and perform a variety of research support commensurate with training and experience, which may include:

Coordinate the work of a research team
- Coordinate internal and external project meetings, including scheduling meetings based on each participant’s availability, scheduling rooms, reserving teleconference lines, drafting meeting agendas and materials, sending meeting notices with needed materials, confirming attendance, and taking meeting minutes.
- Develop project timelines and track assignment and completion of tasks for evidence synthesis report production, assure submission deadlines are met. Provides progress and end of year reporting on productivity.
- Manage project management databases.

Article retrieval
- Retrieves articles from various sources, including VA and OHSU libraries.
- Process and track inter-library loan requests; organizes and distributes articles to research team.
- Reviews Scientific Information submissions, Clinicaltrials.gov and other sources to identify and retrieves additional citations.
- Conducts web searches for gray literature and background information on research topics.

Citation management
- Manages article retrieval and classification using bibliographic software (EndNote).
• Enters article classification codes into EndNote.
• Periodically verifies article classification status and takes steps to correct/complete coding.

Preparation of supporting materials for scientific reports and manuscripts
• Prepares appendices, figures/visual diagrams, and tables.
• Assists with data abstraction from published studies.
• Formats and edits research materials for consistency.
• Prepares peer review and public comment disposition documents.
• Uses EndNote to produce accurately formatted bibliographies.
• Uses EndNote to produce results of study selection process (PRISMA diagram)

Qualifications:
Required
• Bachelor’s degree in social or health science or related field.
• One year of research or administrative experience.
• Exceptional organizational skills with proven ability to prioritize competing priorities, follow through on tasks and meet deliverables.
• Excellent communication skills, including verbal, written, computer, and interpersonal.
• Self-motivated with demonstrated ability to work independently and as a contributing member of a multidisciplinary team.
• Proficiency in Word, Excel, Access, PowerPoint, and Outlook.
• Aptitude for learning new software tools and technology.
• Excellent customer service skills both on the phone and in person.
• Ability to use tact and diplomacy to maintain effective working relationships.
• Ability to anticipate needs and problem solve.
• Patient, dependable, conscientious and efficient.
• High degree of initiative and flexibility.

Preferred
• 2+ years administrative or research experience
• Courses in epidemiology, research methods, statistics, and/or scientific or technical writing.
• Experience using reference management software (e.g., EndNote, RevMan).
• Experience with qualitative analysis techniques and software tools

Working Conditions
Primarily indoor office environment; requires work hours beyond standard office hours as needed. The position requires that work be conducted on site.

Physical Demands & Equipment Usage
Ability to sit for long periods of time in an office environment or meeting setting; ability to be move about between meetings, across campus, and across Portland to other sites as well as air travel; and ability to lift and carry 20 pounds.

Candidates must be US citizens. Interested candidates should send a cover letter and a resume/CV to Nicole Floyd, by email at nicole.floyd@va.gov with the subject line ‘Research Assistant’.
Title: Health Services Program Analyst (GS-12)
Expected Salary: $79,407 - $103,232/year + Benefits
FTE: 1.0

Position Summary
Under the supervision of the Director of the Health Services Research & Development Center and Principal Investigators (PIs), the Program Analyst serves multiple transdisciplinary studies intended to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. Current research includes projects related to Veteran-centric mental health care, chronic pain, and strategies to enhance Veteran-clinician collaboration.

Responsibilities
This position requires a diverse knowledge of healthcare analysis, technical expertise, effective and flexible interpersonal skills (consultation, training, team leading, networking), and analytical skills. The primary responsibilities for this position are data extraction, analysis, and interpretation in health services research.

The Health Services Program Analyst also will:
- Identify, extract, and analyze VA hospital and patient record data using VA research databases (including the Corporate Data Warehouse or CDW);
- Use structured query language (SQL) to identify and extract data, including experience querying data from multiple tables using joins and grouping data;
- Serve as liaison between VA research data hosts, especially the VA Informatics and Computing Infrastructure (VINCI), and the Director and PIs;
- Ensure accuracy of data from all sources;
- Use statistical software (SAS, STATA, R, or SPSS) to manipulate and format health care data and produce analysis-ready datasets to address the information needs of the Director and PIs;
- Conduct descriptive and inferential analyses as necessary; and
- Document and present data identification, extraction, analysis, and data summaries to the Director and PIs and for inclusion in grants and manuscripts.

Experience
Minimum qualifications:
- Master’s degree in a related field; and
- One to three years of experience and training:
  - Collecting, organizing and analyzing data from large clinical datasets, such as hospital and patient record data (e.g. VA administrative datasets, Medicare data, etc.);
  - Using statistical software and Excel to store, clean, validate, and analyze data;
  - Document and present data identification, extraction, analysis, and findings to the Director and PIs using different presentation software mediums (i.e., Word, Excel, PowerPoint);
- Ability to write, as well as contribute to, scholarly manuscripts for scientific journals and presentations of study findings at professional meetings:
  - Write reports that summarize data methodology and communicate findings;
- Attention to detail and record keeping, ability to organize large sets of data from multiple sources, and ability to multitask and prioritize projects, and strong conceptual and analytical skills; and
• Ability to work independently.

Best qualified candidates will have:
• Experience working on multiple prior research studies as a program analyst, programmer, data analyst, or similar position that required work with large health/medical datasets;
• Experience using SQL Server, including Transact-SQL statements, with health/medical data;
• Experience with database design, creation, and querying in Microsoft Access; and
• Extensive experience using SAS or other statistical software.

Preference given to candidates demonstrating experience working in health services research, having knowledge of VA policies, procedures, data sources, and care delivery settings, and/or experience analyzing healthcare data. Candidates must be US citizens.

Interested candidates should send a cover letter and resume/CV to Beau Edwards, by email at Beau.Edwards@va.gov.
Title: Research Assistant
Expected starting salary: $40,283 (GS-6) / $44,765 (GS-7) + Benefits
FTE: 1.0

Position Summary
We are looking for a motivated and independent Research Assistant for a full-time position to assist a Principle Investigator (PI) in the VA Center to Improve Veteran Involvement in Care (CIVIC) with multiple research projects intended to advance the prevention and treatment of common and important mental health issues and conditions that affect Veterans and other patient populations. The Research Assistant will help with projects in several topics areas including: health care access, appointment no-shows, social isolation and loneliness, depression, suicide prevention, and mental health outreach via social media. These research projects employ a health services research framework and typically include collection and analysis of both quantitative and qualitative data.

Responsibilities
The Research Assistant will work with the research team and perform a variety of research support commensurate with training and experience. This may include:
- Identifying and recruiting subjects consistent with the research project requirements
- Administering survey and/or conducting interviews
- Transcription of interview audio recordings
- Coding of interviews
- Basic data analysis and reporting
- Data audits, compliance, and detailed record keeping
- Responding to general inquiries from study participants
- Facilitating Institutional Review Board approvals or data requests
- Assisting with grant preparation and other writing tasks, including literature reviews
- Assisting with pre-award or post-award grants management
- Data entry and/or basic database management
- Completing additional administrative tasks to support project management

Qualifications:

Required:
- Bachelor’s degree
- At least one-year experience in a research setting
- Demonstrated organizational skills, attention to detail, and ability to ability to multitask
- Skill in managing research projects, particularly following study protocols, enrolling study participants and obtaining informed consent
- Familiarity with research data collection and records management
- Computer skills including proficiency with Microsoft Office Suite
- Ability to work independently and collaboratively
- Excellent communication skills, both written and verbal

Preferred
CLINICAL RESEARCH

- Knowledge of VA policies, procedures, and guidelines that govern projects, including those specific to research-based projects (e.g., IRB)
- Experience conducting qualitative interviews or analyzing qualitative data
- Experience using data management programs/software such as REDCap
- Working knowledge of STATA or other statistical software
- Design and/or marketing experience applicable to communication of research findings (e.g., presentation slide design, website design, social media marketing)

Candidates must be US citizens. Interested candidates should send a cover letter and a resume/CV to Emily Johnson, MA, by email at Emily.Johnson@va.gov with the subject line ‘Research Assistant Application’.
Position Summary
This position is located in the Research Service Department at the Veterans Administration Portland Health Care System (VAPORHCS) in Portland, Oregon, and to include collaborations with other research institutions in the Portland, Oregon/SW Washington region. This position works as an Assistant with the VAPORHCS Cooperative Studies Program (CSP). The Research Assistant will provide overall program support, working with a diversified population of United States Veterans,

This position will entail executing multiple elements of human subjects' research to provide support functions to enhance the efforts of VA Cooperative Studies Program (CSP) clinical trials conducted at VAPORHCS, with primary emphasis on recruitment/enrollment, regulatory compliance, and data quality.

Please NOTE that this is a Research Assistant position, one that will provide assistance to a Local Site Investigator (LSI), Program Manager and Clinical or Nurse Study Coordinator.

Qualifications
• Bachelor degree (minimum), preferably in a scientific or social science discipline.
• Knowledge of health sciences research principles and application of the scientific method, including Good Clinical Practices (GCP).
• Demonstrated organizational skills, attention to detail, and ability to multitask
• Skill in managing research projects, particularly following study protocols, enrolling study participants and obtaining informed consent
• Familiarity with research data collection and records management
• Computer skills including proficiency with Microsoft Office Suite
• Experience with data management
• Ability to work independently and collaboratively
• Ability to work under pressure and with time constraints.
• Excellent communication skills, both written and verbal
• Exceptional customer service and patient centered focus
• Willingness to work on multiple projects and with multiple teams, where flexibility, time management and a team-based aptitude are key.
• Preferred: (a) Minimum 1 year post academic clinical trials research, working with human subjects; (b) Experience reviewing and/or abstracting data from electronic medical records systems. Experience with VA CPRS, VISTA, and other VA databases, and statistical programs a plus; (c) Knowledge of VA policies, procedures, and guidelines that govern projects, including those specific to research-based projects (e.g., IRB); (d) Possession of valid driver’s license, as
this position may require driving to Community Based Outpatient Clinics (CBOCs) within VA PORHCS region.

Primary Responsibilities and Duties
Incumbent functions as a Research Assistant for assigned research studies, with delegated responsibilities which may include (but not limited to):

- Providing multi-project administrative support
- Conducting electronic medical records review
- Identifying and recruiting subjects consistent with the research project requirements (e.g. study introduction, baseline assessments, informed consent), visit scheduling
- Collection and/or of biological specimens (e.g. blood; urine);
- Conducting routine clinical tests (e.g., weighing participants, vital signs, EKG),
- Facilitating basic data entry, analysis and reporting, and/or database management.
- Maintaining accurate and timely case report forms, source documents, and regulatory files.
- Recognizing adverse events and brings them to the attention to study investigator, supervisor or designee.
- Participating in regularly scheduled local and multi-site investigator and/or facilitator conference calls and/or attending regular clinical/research team meetings.
- Traveling occasionally for research purposes (e.g., CBOCs)
- Working independently and as part of a team.
- Performing other duties as assigned.

Physical Demands

- The work is primarily sedentary but also requires some standing, walking, bending, lifting and carrying of light items. The work requires above average agility and dexterity. The work may require heavy lifting of equipment or human subjects.

Work Environment

- The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, or libraries. The work area is adequately lighted, heated, and ventilated, however, the office is in close proximity to laboratories and animal facilities which
CLINICAL RESEARCH

requires close adherence to facility safety procedures and exposure to animal
and autoclaved food and bedding odors.

Interested applicants should send a cover letter, and resume or CV to
Tawni.Kenworthy-Heinige@VA.gov

PLEASE DO NOT ATTEMPT TO APPLY BY FILLING OUT AN ONLINE OR
HANDWRITTEN OSHU EMPLOYMENT APPLICATION.
Title: Research Health Science Specialist (GS-9 / GS-11)
Expected starting salary: $54,757 (GS-9) / $66,250 (GS-11) + Benefits
FTE: 1.0

Position Summary
We are looking for a motivated and independent Health Science Specialist for a full-time position to assist Principle Investigators (PIs) in the VA Center to Improve Veteran Involvement in Care (CIVIC) with multiple grant submissions and writing projects. Under the supervision of the Director of the Health Services Research & Development Center and Principal Investigators (PIs), the Health Science Specialist serves multiple transdisciplinary studies intended to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. Current research includes projects related to suicide prevention, chronic pain, and strategies to enhance Veteran-clinician collaboration. The ideal candidate will be skilled in both grant management and analysis relevant to human subjects or health services research, particularly qualitative. Candidates experienced with manuscript-writing and grant-writing are preferred.

Responsibilities
The primary responsibility is to manage and organize of a portfolio of grants and writing projects, which may include:

- Designing, implementing, and interpreting grants management policies, procedures, and practices
- Providing grant submission training and technical assistance to PIs and their research teams
- Developing and collaborating on health services research proposals for submission to funding agencies
- Grant submission
- Grant annual reporting
- Write, as well as contribute to, scholarly manuscripts for scientific journals and presentations of study findings at professional meetings
- Conducting qualitative interviews or analyzing qualitative data

Experience
Minimum Requirements:

- Master’s degree in a relevant field (e.g., MPH, MS, MA)
- Experience working in human subjects or health services research
- Experience working on multiple prior research studies as a research associate or similar position
- Ability to multitask and prioritize projects
- Rigorous attention to detail and record keeping
- Demonstrated experience writing reports that summarize projects and effectively present findings
- Demonstrated ability to work collaboratively with subject-matter specialists and stakeholders
- Resourcefulness and professional judgment
CLINICAL RESEARCH

- Strong conceptual and analytic skills
- Strong oral and written communication skills
- Ability to work independently

Preferred:
- Knowledge of VA policies, procedures, and guidelines that govern projects, including those specific to research-based projects (e.g., IRB)
- Experience using data management programs/software such as REDCap
- Experience with qualitative interviewing, coding, and qualitative analysis

Candidates must be US citizens. Interested candidates should send a cover letter and a resume/CV to Beau Edwards, BS, by email at Beau.Edwards@va.gov with the subject line ‘Research Health Science Specialist.’
Title: Health Services Program Analyst
Expected Salary: $54,757 (GS-9) to $79,407 (GS-12) + benefits, depending on education and experience
FTE: 1.0

Position Summary
Under the supervision of the Director and/or Associate Director of the VA Center to Improve Veteran Involvement in Care (CIVIC), Director of VA’s Evidence Synthesis Program Coordinating Center, and Principal Investigators (PIs), the Program Analyst serves multiple transdisciplinary studies intended to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. Current research includes projects related to evidence synthesis/systematic reviews, Veteran-centric mental health care, chronic pain, and strategies to enhance Veteran-clinician collaboration.

Responsibilities
This position requires a diverse knowledge of healthcare analysis, technical expertise, effective and flexible interpersonal skills (consultation, training, team leading, networking), and analytical skills. The primary responsibilities for this position are data extraction, analysis, and interpretation in health services research and evidence synthesis.

The Health Services Program Analyst will also:
- Identify, extract, and analyze VA hospital and patient record data using VA research databases (including the Corporate Data Warehouse or CDW);
- Use structured query language (SQL) to identify and extract data, including experience querying data from multiple tables using joins and grouping data;
- Serve as liaison between VA research data hosts, especially the VA Informatics and Computing Infrastructure (VINCI), and the Director and PIs;
- Ensure accuracy of data from all sources;
- Use statistical software (SAS, STATA, R, or SPSS) to manipulate and format health care data and produce analysis-ready datasets to address the information needs of the Director and PIs;
- Conduct descriptive and inferential analyses as necessary; and
- Document and present data identification, extraction, analysis, and data summaries to the Directors and PIs and for inclusion in reports, grants, and manuscripts.

Experience
Minimum qualifications:
- Master’s degree in a related field; and
- One to three years of experience and training:
  - Collecting, organizing and analyzing data from large clinical datasets, such as hospital and patient record data (e.g. VA administrative datasets, Medicare data, etc.);
Using statistical software and Excel to store, clean, validate, and analyze data;

Document and present data identification, extraction, analysis, and findings to the Director and PIs using different presentation software mediums (i.e., Word, Excel, PowerPoint).

- Ability to write, as well as contribute to, scholarly manuscripts for scientific journals and presentations of study findings at professional meetings:
  - Write reports that summarize data methodology and communicate findings.
- Attention to detail and record keeping, ability to organize large sets of data from multiple sources, and ability to multitask and prioritize projects, and have strong conceptual and analytical skills; and
- Ability to work independently.

Best qualified candidates will have:

- Experience working on multiple prior research studies as a program analyst, programmer, data analyst, or similar position that required work with large health/medical datasets;
- Prior experience or familiarity with conducting systematic reviews of the literature;
- Experience using SQL Server, including Transact-SQL statements, with health/medical data;
- Experience with database design, creation, and querying in Microsoft Access; and
- Experience using SAS or other statistical software.

Preference given to candidates demonstrating experience working in health services research, having knowledge of VA policies, procedures, data sources, and care delivery settings, and/or experience analyzing healthcare data. Candidates must be US citizens.

Interested candidates should send a cover letter and resume/CV to Beau Edwards at Beau.Edwards@va.gov.
Title: Research Assistant (Laboratory Technician GS-5 / GS-6 / GS-7)
Expected starting salary: $36,139 (GS-5) / $40,283 (GS-6) / $44,765 (GS-7) + Benefits
FTE: 1.0

Position Summary
This position is located in the Research and Development Service of the Portland VA Medical Center in Portland, Oregon to start in the next 2-4 months.

SUMMARY The goal of our laboratory is to understand neuronal signaling at the single cell and circuit level and identify and characterize which pathways are engaged in acute neurological disorders. The lab is interested in a variety of disease states such as stroke, epilepsy, alcohol withdrawal and delirium. We wish to hire a Research Assistant to support and guide the workflow of our many intersecting research projects. We seek candidates who are highly motivated, meticulous, observant, and have good eye-hand coordination. This position requires someone who can work independently and collaborate effectively with our team of researchers.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Ability to perform single neuron physiology experiments.
Previous experience with electrophysiological, biophysical, and live cell imaging techniques would be advantageous but we expect to provide on-the-job training. Analysis of data, construction of figures, and manuscript preparation.

JOB DUTIES
- Maintain lab databases and spreadsheets
- Organize and backup records regularly
- Prepare supplies for experiments, clean equipment, set up experimental space
- Keep the physical lab spaces organized, efficient, and up to institutional standards
- Tissue culture, biochemistry (protein expression, purification, and western blotting), molecular biology (gene cloning, sequencing).

QUALIFICATIONS
Successful candidates will be:
- able to maintain a meticulous schedule and should show strategy and flexibility in order to respond to problems as they arise to ensure experiments can operate smoothly.
- able to respect the rules and operating procedures of a lab environment
- able to strategize with others to tackle large workloads and be willing to help others with projects
- able to update several different groups of people on the status of projects
- able to pick up new techniques quickly and be enthusiastic about the science and discovery aspects of our research
- able to learn new software quickly and be skilled in basic computing (e.g., Excel). Advanced coding and knowledge of statistics are welcomed.
EDUCATION and/or EXPERIENCE
Formal or informal experience with at least one of the following is desired:
- Biological sciences
- Psychological/Neurological sciences
This position would be suited for someone with a bachelor's or master's degree in these fields, though it is not required.

COMPUTER SKILLS
- Advanced skills in Microsoft Office (Excel)
- Able to learn new software to operate specialized equipment
- Able to stay highly organized with electronic management, including large datasets
- Able to learn statistical programs such as GraphPad Prism, R, and/or SPSS

If interested please contact Stephen Smith (smisteph@ohsu.edu) with an application letter, resume, and contact information for 2-3 referees. Additional information about the lab can be found at http://stephensmith.pvarf.com/ or https://www.ohsu.edu/people/stephen-m-smith/4B2A280CE4A54EB2B2C67E3500964B9A