

Cancer Research Malaysia

JOB DESCRIPTION

Job TITLE	: Research Assistant
Name	:
LOCATION	: Department of Family Medicine, Faculty of Medicine and Health Sciences, University Putra Malaysia
RESPONSIBLE TO	: A/Prof Lee Ping Yein (UPM)
Date	: 7 th March 2019

SCOPE/ PURPOSE OF JOB

We would like you to join us in this exciting research project entitled ‘Development of a Patient Decision Aid for metastatic breast cancer’. The aim of this study is to develop a patient decision aid in helping patients with metastatic breast cancer to make informed decision of their treatment options. You will have the opportunity to learn about research related to breast cancer and decision aid development. You will also have the opportunity to pursue postgraduate studies related to the project.

We are looking for full time research assistant who will be based in Department of Family Medicine, Faculty of Medicine and Health Sciences, UPM.

Assist in survey, qualitative study interviews, transcribing, analysis and participants recruitment. Also help in literature reviews, prepare findings for publication and assist in analysis, quality control, data management and budget management.

Detail Job Tasks:

- Prepare, manipulate, and manage extensive databases.
- Provide assistance with the preparation of project-related reports, manuscripts, and presentations.
- Prepare scientific or technical reports or presentations.
- Obtain informed consent of research subjects.
- Collect information from people through observation, interviews, or surveys.
- Perform descriptive analyses of data, using computer software.
- Verify the accuracy and validity of data entered in databases, correcting any errors.
- Assist in coding and analysis of qualitative research data. Preferably familiar with Nvivo qualitative data management software.
- Assist in Edit and submit protocols and other required research documentation for ethic approval.
- Prepare information or documentation related to legal or regulatory matters.
- Screen potential subjects to determine their suitability as study participants.
- Administer standardized tests to research subjects, or interview them to collect research data.
- Conduct and assist in literature reviews
- Recruit and schedule research participants.
- Assist in scheduling of research meetings
- Perform data entry and other clerical work as required for project completion.
- Provide assistance in the design of survey instruments such as questionnaires and topic guides
- Track research participants, and perform any necessary follow-up tasks.
- Supervise the work of enumerators.
- Manage budget of the project

Job requirements:

- Minimum Bachelor's degree (health related) with CGPA of ≥ 3.30
- Possess knowledge of medical and scientific terminology
- Have experiences in qualitative and quantitative research.
- Have capacity to analyse and interpret data.
- Have ability to maintain confidentiality.
- It would be an advantage if the applicant is familiar with qualitative data analysis and use of Nvivo software.
- Good management skills
- Has good people skills and able to communicate effectively with strong interpersonal and communication skills.
- Proficient in written and spoken English
- Good personality, discipline, responsible, willing to learn, self-motivated and possesses a positive working attitude
- The applicant also needs to be comfortable working with patients and healthcare professionals.

Only short-listed candidates will be called for an interview