



## PROJECT ASSISTANT II

**Salary:** Php 25,446.00

**Duration:** September 1, 2021 – June 30, 2022

# JOIN US

### Minimum requirement

BS Nursing or any other related field in the health sciences

### Purpose

Perform the day-to-day activities of the research team on the project entitled, "PHILIPPINE VACCINE EFFECTIVENESS PROJECT: A POST-COVID-19 VACCINATION SURVEILLANCE AMONG FILIPINO ADULTS (Philippine VE Project)" under the DOST-GIA with goal of providing adequate technical, data management, and/or admin support to the site investigator.

### Specific Responsibilities

1. Recruit (and interact with) study participants following standard safety protocols.
2. Conduct and ensure that the informed consents are signed by the participants
3. Collect relevant clinical and laboratory data and properly document
4. Immediately report to the immediate supervisors any difficulties and adverse events reported by participants of the study
5. Ensure the proper documentation and safekeeping of the research metadata by effectively coordinating with the local site team members and the national coordinating team
6. Comply and enforce the ethical principles of human research, such as confidentiality and informed consent
7. Maintain the cleanliness and order of workplaces
8. Liaise concerns of subjects to clinical investigators regarding questions about the study
9. Draft progress reports, manuscripts and other documents concerning the clinical aspects of the project
10. Monitor supplies in clinical workplaces to ensure their availability
11. Maintain and update accounting records of expenses and other financial transactions pertinent to the operations of the research team
12. Attend meetings/activities relevant to the project
13. Follow-up participants of the study in their daily symptom monitoring
14. Perform interim data analysis, if warranted
15. Coordinate with site investigator and the national coordinating team on the planning of activities relevant to the research
16. Coordinate with other pertinent staff of the project
17. Other tasks and responsibilities deemed necessary by the site investigator

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