

Veterinary Assistant - Clinical Trials Tufts University

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Posted May 7, 2025, set to expire Dec. 31, 2025

Job Title	Veterinary Assistant - Clinical Trials
Department	Clinical Research Shared Resource
Institution	Tufts University Medford, Massachusetts
Date Posted	May 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Pharmacology Veterinary Medicine - General
Job Website	https://jobs.tufts.edu/jobs/21864?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Clinical Research Shared Resource (CRSR) at Cummings School of Veterinary Medicine is responsible for overseeing clinical research involving client-owned animals at the school. The CRSR team works with both internal and external academic entities as well as industry sponsors to design clinical research studies, create clinical research protocols, generate budgets, develop electronic data capture forms, support the successful completion of clinical research studies, obtain informed consent, enter data, process biologic samples, and perform quality control over data. The CRSR is also responsible for overseeing the Master IACUC associated with some of the clinical research, tracki

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What You'll Do

The Veterinary Assistant works closely with other members of the CRSR to assist clinicians, residents, interns, technicians and students in providing exceptional care and client service to patients (client-owned animals) participating in clinical trials at the Cummings School. The Veterinary Assistant also serves as a clinical liaison to provide clients with status updates and to address any questions they may have. Primary responsibilities include assisting faculty, staff, house officers and students with smaller pilot and feasibility studies, sample collection and processing, data entry into REDCap, performance of thromboelastography tests, organization and management of assets associated with the CPGSR among other tasks.

Essential functions as a Veterinary Assistant in Clinical Research will be:

Assist with clinical research at the Foster Hospital for Small Animals and Hospital for Large Animals

- Assist clinicians, house officers, staff and clinical trials technicians with restraint, care and treatment of patients. Anticipate needs with regards to treatments, restraint, supplies and instruments.
- Provide professional and courteous service to ensure that the highest levels of client satisfaction and patient treatment are maintained at all times.
- Coordinate clinical trial patient flow within and between services to expedite each trial patient's visit.
- Draw blood samples as ordered. Process in-house lab work as directed by a licensed veterinarian.
- Administer injections, oral and topical medicine (except federally-controlled anesthetics) as directed by a licensed veterinarian.
- Assist with electronic medical record documentation including consent forms and validation as well as REDCap data entry.
- Assist with providing basic animal husbandry and hygiene.
- Assist with euthanasia when needed and ensure that appropriate paperwork and records are completed
- Maintenance of research binders for clinical studies
- Co-ordinating use of donated animals in research

Manage thromboelastography (TEG) operation

- Run both clinical and research blood samples on the TEG machines
- Put in research IDR's for TEGs
- Maintain the quality control and supplies for the TEG machine
- Maintain the quality control and supplies for the VCM machines

Miscellaneous duties:

- Maintain organization and tracking of samples in the -80 freezers; assist with yearly thawing of freezers.
- Maintain organization of -20 freezer and refrigerator.
- Participate in Hospital-wide initiatives as required.
- Become trained to assist with shipping of biologic specimens and drugs

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- Order supplies as needed for investigators
- Updating clinical trial boards in hospital and the upstairs research bulletin board.

Maintain a safe and clean work environment including:

- Maintain cleanliness of the CRSR smaller laboratory. Sweep and mop as needed.
- Clean and package instruments for sterilization as needed after use.
- Maintain an adequate inventory of CRSR supplies including equipment and medications.
- Other duties as assigned
- Renew lab safety training and maintain safety and environmental health documentation

Assist with procurement and processing of patient trial related samples:

- Preparation and labeling of tubes/containers for biomarker sample collection
- Collection of biomarker samples (blood, tissue, bone marrow, etc.) from clinical trial patients.
- Processing and storage of biomarker samples according to written SOPs
- Collection of biomarker samples post euthanasia of clinical trial patients.
- Collection of tissues for body donation program as needed

What We're Looking For

Basic Requirements:

- High school diploma (or the equivalent) and at least one year of related experience.
- Familiarity with medical terminology, veterinary pharmacology and animal behavior.
- Ability to restrain small animals in a safe, compassionate manner.
- Exceptional interpersonal and communication skills with the ability to interact effectively with co-workers, clinicians, students, staff and clients.
- Enthusiastic, genuine, empathetic and self-motivated professional with a positive, upbeat attitude.
- Basic computer skills including the ability to learn the electronic medical record system.
- Ability to lift up to 50 lbs. with or without accommodation

Preferred Qualifications:

- Successful completion of a NAVTA-approved Veterinary Assistant Program
- Credentialed as a Certified Veterinary Assistant
- One or more years' experience as a Veterinary Assistant in a veterinary hospital
- Strong interpersonal skills

Pay Range

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Minimum \$19.20, Midpoint \$22.20, Maximum \$25.40

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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