

Instructions for Applicants

If you identify a position you are interested in and for which you meet the minimum qualifications, please e-mail your resume to careers@heart.thi.tmc.edu. Please be sure to include the Requisition Number and Job Title in the subject line of the e-mail.

Submitting your resume will enter you into a pool of “job seekers” for consideration for the position(s) in which you are expressing interest. You will only be considered an “applicant” at Texas Heart Institute for the position(s) you selected if it is determined that you meet the minimum qualifications listed for each such position.

Admin Assistant – Center for Coronary Artery Anomalies (Requisition No. 8997) 8:00 am- 5:00 pm

Roles and Responsibilities

Center Management Support

- Phone and on-line inquiry receipt and direction for response processing
- Provide secretarial assistance to Medical Director, Manager and Field Manager
- Handle CCAA administrative records filing, retrieval, etc.
- Prepare and process correspondence, presentations, reports and other communications
- Meeting and event arrangement directly and in collaboration with THI staff, as appropriate

Center Program Support

- Data entry/document scanning for population of screening data bases
- Receipt and verification of daily and weekly screening data transmittals
- Receive, process and return data storage devices used for field data transmittal
- Back-up of all archival and data records per established schedules
- Assist Lead Research Nurse with the following:
 - processing of screening participant correspondence
 - preparation of daily screening schedules and participant folders
 - produce, update and deliver weekly screening data log sheets/registers
 - documentation and reporting of screening study progress

Required skill sets

- General secretarial and administrative
- Organized and efficient structured task execution
- Competence (or demonstrated ability to learn) in the use of IT/computer-based tools

Lead Research Nurse – Center for Coronary Artery Anomalies (Requisition No. 8996) 8:00 am- 5:00 pm

Roles and Responsibilities

CCAA Program Support

Manage Informed Consent Process:

- Work through local communications channels at schools to solicit consent
 - Primary contact/responder for informed consent and assent inquiries
 - Collect and validate consent, assent, and medical history documents
 - Maintain roster of consenting participants
 - Contribute to deployment of field screening process and staff training and development
 - Manage participant information fully complying with confidentiality protection requirements
 - Oversee case file generation, data base and follow-up schedule updating by Admin Asst
 - Support case follow-up processes
 - Assure full compliance with all applicable regulations and protocols
- Field Screening Study Execution:
- Support parent/guardian communications as part of the informed consent process
 - Handle student scheduling directly at each participating school
 - Oversee delivery of daily schedules and logs to field screening staff

Oversee/supervise/assist field screening staff
Student screening: check-in, screening, check-out as needed
Timely and correct delivery to the Center of daily data and document packs

Qualifications

Formal training, experience and certification as Research Nurse.
Prior experience with large population or pediatric research studies.
Knowledge and experience with relevant regulatory compliance issues.
Demonstrated leadership, teamwork, communications and organizational skills.

MRI Tech Assistant – Center for Coronary Artery Anomalies (Requisition No. 8998) 8:00 am- 5:00 pm

Roles and Responsibilities

Field Screening Study Execution Support
Participant check-in, ID verification, and check-out from MRI screening
Facilitate/assist screening participant preparation and comfort
Update screening register, communicate scheduling issues to Lead Research Nurse
Assist MRI Technician with equipment preparation and operation as required

Qualifications

Formal training, experience and certification as MR technician assistant or similar.
Prior clinical or research experience.
Knowledge and experience with relevant regulatory compliance issues.
Effective interpersonal skills, especially as member of a team.

Note: The principal components of this job involve field work at participating schools where mobile screening facilities will be deployed.

MRI Technician – Center for Coronary Artery Anomalies (Requisition No. 8997) 8:00 am- 5:00 pm

Roles and Responsibilities

MRI Equipment Operation
Daily facility opening and closing for the duration of field screening activities.
Daily power-up/power-down of the MRI facility.
All equipment functional and quality management checks per established protocols.
Make mobile facility ready for relocation.
Field Screening Study Execution
Screening participant safety check.
Facilitate/assist screening participant comfort throughout screening process
Acquire screening MRI scans per established procedures/protocols.
Protect screening data integrity and transmit to central storage per established procedures.

Note: The principal components of this job involve field work at participating schools where mobile MRI equipment will be deployed.

Qualifications

Formal training, experience and certification as MRI Technician.
Prior experience with large population or pediatric research studies.
Knowledge and experience with relevant participant safety and regulatory compliance issues.
Effective interpersonal skills, especially as member of a team.

Patient Care Assistant – Center for Coronary Artery Anomalies (Requisition No. 8997) 8:00 am- 5:00 pm

Roles and Responsibilities

ECG Equipment Operation
Daily facility opening and closing for the duration of field screening activities.

All equipment functional and quality management checks per established protocols.
Make equipment ready for relocation as required.
Field Screening Study Execution
Screening participant check-in, ID verification, and check-out
Assist participant with preparation for ECG
Operate ECG instrument and control data acquisition quality
Obtain ECG per established procedures and protocols
Update screening register, communicate scheduling issues to Lead Research Nurse
Protect screening data integrity and transmit to central storage per established procedures.

Qualifications

Formal training, experience and certification as patient care/clinical nurse assistant or similar.
Qualified and experienced operator of ECG equipment.
Prior clinical or research experience.
Knowledge and experience with relevant regulatory compliance issues.
Effective interpersonal skills, especially as member of a team.

Research Assistant, THI- CV Surgery Research (Requisition No. 9318) 7:00 am- 3:30 pm

Assists investigators and project managers in conducting clinical research programs.
Obtains research data from multiple sources throughout the hospital.
Maintains databases by collecting, recording and entering the data into the computer databases.
Produces and distributes reports of research data to managers, investigators and sponsors.

Minimum Job Qualifications:

Minimum Education: Some college
Preferred Education: Four Year Degree
Minimum years in field previous to employment: Two years

Research Coordinator, THI- CV Surgery Research (Requisition No. 7468) 7:30 am- 4:00 pm

Assists investigators with the conduct of clinical research projects according to institutional policies and procedures, and Federal Regulations.
Assists investigators with the preparation of all required study correspondence, presentations and manuscripts.
Obtains and records data according to the approved research protocols.
Provide technical expertise with the set up, operation and maintenance of investigational mechanical circulatory assist systems.

Minimum Job Qualifications:

Minimum Education: Two Year Degree
Preferred Education: Four Year Degree
Minimum years in field previous to employment: Two years

Research Coordinator RN, THI- CV Surgery Research (Requisition No. 5887) 7:30 am- 4:00 pm

This position is responsible for the solicitation, organization, implementation, and all follow-up of FDA compliance and completion of research projects for the Center for Cardiac Support. Workflow will be self-initiated, and will be determined by the current protocols and time limits for completion.

Minimum Job Qualifications:

Minimum Education: Two Year Degree
Preferred Education: Four Year Degree
Minimum years in field previous to employment: Three years
Requires a nursing degree with Texas licensure. 3–5 years ICU or Cardiac Cath Lab nursing experience preferred.
Excel, Word, experience with research. Excellent oral and written communication skills are necessary.

Licensure, Certification and/or Registration (LCR): Registered Nurse, RN

Veterinary Tech I (Requisition No. 8826; 8827 Temporary, Part-time Various Hours

Veterinary technician with more than 2 years of clinical veterinary experience, preferably in the intensive care or emergency clinic setting.

Post op monitoring and care of animals in ICU; pre-op preparation, anesthesia, surgical scrub duties; assist veterinarian and other staff with examinations; maintain animal rooms; record observations and data.

Minimum Job Qualifications:

Minimum Education: High School Diploma with RVT training or certification encouraged

Minimum years in field previous to employment: 2 or more

Must be able to communicate effectively in English, read and write English and possess basic arithmetic skills.

Registered Veterinary Technician (RVT) certification or pursuit of this certificate is strongly encouraged