



Partnership for Health
Analytic Research

Research Assistant, Outcomes Research

Overview of PHAR

PHAR (Partnership for Health Analytic Research, LLC) brings together experienced methodologists and trained clinicians to produce high-quality real-world evidence that unlocks the hidden value of our clients' innovative products. Our clients appreciate the unique insight our experienced staff brings to every project. As a boutique consultancy unencumbered by corporate bureaucracy, we can efficiently execute contracts and complete projects on time and on budget. We pride ourselves on being reliable and responsive to our clients' changing needs. Our work crosses a wide range of clinical areas, including oncology, rheumatology, pediatrics, infectious disease, urology, and others.

Position Description

The research assistant works with PHAR's team focused on outcomes research to conduct a wide range of studies including chart reviews (working with several medical practices across the country toward a client's study objective), literature reviews, expert panels, and other outcomes research. Collaborating with researchers, statisticians, project managers and others with relevant training, the research assistant contributes to the design, management, and execution of health economics research projects. The position leads to more senior roles within the company with increased independence and responsibility as methodological expertise and experience grow.

Although tasks may be requested that are outside of this list, we expect the research assistant to:

- Format and draft study documents including proposals, analysis plans, technical reports, and publications from templates



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- Create and monitor study timelines
- Attend internal and client-facing calls, take meeting minutes
- Conduct literature searches in PubMed/MEDLINE with guidance
- Screen abstracts and full-text publications for literature reviews
- Assist with creating and programming electronic surveys and questionnaires
- Search for diagnosis, procedure, and other codes using a variety of sources
- Quality check documents for own team and other teams as requested
- Gather information online and via phone about potential collaborations or vendors and communicate information to the team
- Perform administrative tasks (e.g., schedule calls, upload/manage internal files, find/order articles, format deliverables, manage simple data requests, support logistics for expert meetings)
- Be curious about study content and methodology

Qualifications

We seek persons with strong interests in health economic research and analysis and in working in an environment where teamwork, integrity, and high standards are valued.

We also seek those with:

- Bachelor's in public health, health services research or related field
- 1-2 years' work experience
 - Experience in any of the following a plus: chart reviews, expert panels, survey development, prospective observational studies, systematic literature reviews
- Experience conducting and documenting searches with PubMed/MEDLINE
- Excellent analytic skills



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- Excellent computer skills, including Office Suite, Gmail, and Zotero; comfort in either Mac or PC environments. Ability to learn industry-specific software, familiarity with REDCap a plus.
- Ability to communicate clearly and effectively in English (both oral and written)
- Ability to work effectively within a remote and multidisciplinary team
- Strong project management and organizational skills; a self-starter
- Familiarity with the pharmaceutical, biotech, or medical devices industries a plus

What We Have to Offer

Most of the staff live in the Los Angeles area, although we work remotely. The salary is \$40,000-70,000, depending on experience. We provide medical, dental, vision and disability insurance; and offer participation in a 401k after 1 year.

If interested, please submit a cover letter, CV/resume, and writing sample to: marianne.burrows@PHARLLC.com. Incomplete applications will not be considered.

Acknowledging the importance of diverse perspectives, PHAR is committed to employing individuals from a variety of backgrounds and with a variety of experiences. Members of historically marginalized communities are strongly encouraged to apply.