

Job Posting
MEDICAL ASSISTANT

DM Clinical Research, the largest privately-owned research management organization in the Houston area and one of the top 50 CROs in the country, is looking for a **Medical Assistant**. This position works closely with our Clinical Research staff to provide excellent customer care to patients participating in our clinical trials.

RESPONSIBILITIES

- Performing medical tests including, but not limited to, cardiac function tests and taking vital signs.
- Participating in recruitment and selection of study participants by interviewing and documenting medical history to determine compliance with eligibility requirements.
- Administering study medications and performing patient assessment during study visits to determine presence of side effects to medication; notifying principal investigator of findings/issues.
- Providing patient education and medical information to study patients to ensure understanding of proper medication dosage, administration, and disease treatment.
- Documenting medical data in subject chart to ensure availability of timely records for decision making.

REQUIREMENTS

- Medical assistant background; MA certificate or diploma preferred.
- **Ability to take vitals and perform blood draws a must.**
- Able to handle multiple tasks at a time with attention to detail.
- Able to work in a fast-paced environment with flexibility to handle various duties and projects.