JOB SUMMARY:

To coordinate research activities for Dr. Amin Javer and Dr. Andrew Thamboo in the Ear Nose and Throat (ENT) Clinic at St. Paul's Hospital. Works with allied health professionals, laboratory technicians, research coordinators, research assistants, undergraduate co-op students, post-graduate students working on specific projects, fellows, collaborators, and divisional clerical support staff. Contacts (internal and external to the University): Providence Health Care Research Ethics Board, finance departments at UBC, PHC and PHCRI and other individuals who are working in equivalent research positions either in the institution or in other institutions who are research collaborators, patients, and families of patients involved in research studies. Shared office space in the ENT Clinic at St. Paul's Hospital. Desktop computer and telephone access available. Flexibility in work hours may be required.

WORK PERFORMED

Coordinates and oversees the implementation of investigator-initiated and industry sponsored clinical trials. Preparation of study documents including ethical submissions, regulatory documents and hospital research approvals; maintain accurate records of REB approvals, submit renewals and amendments as required. Work with individual investigators to develop and implement new studies. Participate in hiring and supervision of research assistants and/or undergraduate co-op students to carry out research studies in the clinics. Designs and develops data collection forms and project databases on REDCap. Complete financial tasks related to project-specific grants, such as generating payment requisitions for external study sites, arranging for invoice payments. Contribute to grant submissions by revising applications, comparing materials to grant guidelines, organizing co-investigators, collecting documents, tracking deadlines, completing research project information forms, and obtaining signatures. Assist with videos, websites that education patients in the field of otolaryngology. Organize and lead research meetings for the two investigators.

Independently evaluates eligible patients for study entry. Obtains and documents patient informed consent as per GCP (Good Clinical Practice). Manages study supplies, devices and drugs, is accountable to the Investigator, sponsor, federal regulatory bodies as per Good Clinical Practice guidelines. Identifies, problem-solves, monitors and assesses subjects for adverse events and adherence to protocol under direction of the Investigator. Implementing recruitment strategies, coordinating and conducting patient recruitment, identifying, screening, bookings and enrolling suitable patients into studies. Developing tools to aid in protocol implementation including creating source documents and checklists, and designing case report forms and test worksheets. Administers various study related questionnaires to subjects and processing and shipping blood/tissue samples according to study protocol. Coordinating research subject treatment/tests with various departments, physicians and other study staff. Oversee completion and confidentiality of the study including audits by sponsor and/or regulatory authority. Responsible for the overall conduct of the studies. Ensures subject safety, regulatory compliance and enrollment expectations are met.

SUPERVISION RECEIVED: The individual will work independently under the directions of the two Principal Investigators.

SUPERVISION GIVEN: The individual will work in collaboration with the other research coordinator to provide supervision and guidance to research assistants, undergraduate co-op students, volunteers and other collaborators in the group.

QUALIFICATIONS:

Undergraduate degree in a relevant discipline. Bachelor's degree in health discipline (i.e. nursing, physical therapy, occupational therapy, psychology, pharmacy), with post graduate degree in health-related field (i.e. clinical epidemiology) preferred. Minimum of two years' experience in clinical research, as coordinator, administrator, or research assistant or the equivalent combination of education and experience. One to three years of recent experience in a university or research establishment environment and working in industry-sponsored research is preferred.

Knowledge, Skills, & Abilities:

Ability to communicate effectively verbally and in writing. Effective interpersonal and problem-solving skills, and the ability to participate in a collegial manner with the team. Ability to perform technical writing and editing duties. Ability to effectively use MS Word, Excel, Outlook, Internet searches at an advanced level; experience with REDCap and data analysis using statistical software (i.e., SAS, SLUS, R or STATA) is an asset. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to manage multiple tasks and assignments.

Please, send your resume and cover letter to apascual@providencehealth.bc.ca

Application deadline: July 20th, 2023

Expected start work date: August 1st, 2023