**Research Coordinator Job Description**

**Job Title:** Research Coordinator

**Department:** Dept. of Anesthesiology, St. Paul’s Hospital, Providence Research

**Status: Temporary 1.0 FTE**

**Work Location:** St. Paul’s Hospital, Providence Health Care

**Salary Range: $6,900 – $9,600** **per month** (Inclusive of 7% in lieu of benefits)

*Salary offered will be commensurate with candidate’s experience and training*

**Job Start Date:** As soon as possible

**Job End Date:** Dec 31, 2024

JOB SUMMARY

The Research coordinator is primarily responsible for running three studies: two prospective cohort studies (n=50, n=15) and one pilot RCT (n=110) on continuous monitoring devices at St. Paul’s Hospital. The successful candidate will keep research ethics and operational approvals current and will conduct relevant study activities (including, but not limited to: screening and recruitment, monitoring alerts for abnormal vitals and notifying the clinical care team, data collection, ongoing follow-up of research subjects and manuscript submissions). The amount of time dedicated to various projects will depend on the status and progress of the current projects. The Research coordinator must be able to communicate effectively and respectfully with researchers, clinicians, industry partners, hospital staff and study participants. The Research Coordinator will need to be comfortable working independently for the majority of the time and will also assist in coordinating casual staff for evening and weekend coverage if necessary.

The position is primarily in-person, however some component of remote work can be negotiated.

If the Research Coordinator is interested, there are additional opportunities to monitor for and report vital sign alerts during weekends/evenings with call stipend and additional pay; however, this is not necessary, and these evening/weekend positions will be contracted out to casual staff.

ORGANIZATIONAL STATUS

The studies related to this position are led by doctors in the St. Paul’s Hospital Anesthesia Department - Drs. Janny Ke, Charles Yu and Ron Ree as well as members of the Department of Geriatrics (for the smaller cohort study). The Research Coordinator will work independently and within standard and acceptable boundaries for ethical and competent research practice. The Research Coordinator will report directly to the Anesthesia Research Program Manager, Nicola Edwards and will receive direction from the principal and co-investigators of the respective projects.

WORK PERFORMED

* Works with the investigators of the study to develop study protocols.
* Prepares study documents including ethical submissions, regulatory documents and hospital research approvals.
* Leads the preparation of data collection tools and the transformation of study questionnaires in REDCap.
* Recruits and consents patients for research from the preadmission clinic and wards at St. Paul’s Hospital.
* Teaches patients how to use the study monitoring devices, troubleshoots, and collects devices after the monitoring.
* Monitors, evaluates, and reports alerts from study devices, and refers patients to the appropriate care according to study protocols.
* Obtains participant data and completes alert report forms, charts and other documentation.
* Conducts ongoing follow-ups of research subjects in accordance with study protocols
* Coordinates study logistics and supports different partners (industry, and hospital) to ensure study requirements are met.
* Generates progress and interim reports for sponsors.
* Assists with manuscript writing and report preparation.

CONSEQUENCES OF ERROR/JUDGEMENT

Errors in accuracy, judgement, tact and poor decisions could delay the timely completion of the study, damage the reputation of the study team, or jeopardize the options for further collaboration with other centers and institutions.

SUPERVISION RECEIVED

The Research Coordinator is supervised by and reports to study Investigators and the Anesthesia Research Program Manager.

SUPERVISION GIVEN

The incumbent may supervise volunteers and students involved with the studies

QUALIFICATIONS

**Education, Training and Experience**

* Registered Nurse with current practicing registration with the BC College of Nurses and Midwives (BCCNM) is required.
* Experience working in clinical environments will be preferred.
* Previous research training or experiences will be preferred, particularly for RCT and cohort studies.

**Skills and Abilities**

* Demonstrated knowledge and Skillset to perform monitoring for vital signs in clinical settings
* Ability to apply decision making and analytical skills.
* Physical ability to carry out the duties of the position.
* Effective Time Management and scheduling skills.
* Experience recruiting and consenting patients for research from a clinical environment.
* Experience performing data collection and data entry from hospital charts.
* Experience with financial and personnel management.
* Comfort with privacy and regulatory requirements for research.
* Experience managing and supervising staff.
* Experience with:
	+ Database management or utilization
	+ REDCap
	+ RISe or other Research Ethics Board Application Platforms
	+ Workday
	+ Excel
* Basic understanding of data analysis and statistics is an asset.
* Strong Communication skills – written and verbal.
* Ability to work as a member in an interdisciplinary and multi-stakeholder team.