

Research Coordinator

Central City Tower

DEPARTMENT: Evaluation & Research Services
REPORTS TO: Principal Investigator or Designate
JOB DESCRIPTION NUMBER: E5515
JOB CODE:

OVERVIEW:

Supporting the Vision, Values, Purpose and Commitments of Fraser Health including service delivery that is centered around patients/clients/residents and families:

The Research Coordinator is responsible for the day-to-day coordination of study research activities. Under general direction of the Principal Investigator (PI), and working collaboratively with the research team, coordinates all research activities to support the successful completion of the research project (i.e. to ensure that project timelines and milestones are being met). Responsibilities include preparing and maintaining ethical and institutional approvals; data collection, analysis and reporting; oversight of grant budget and expenditures; grant proposal preparation; research dissemination/knowledge translation; and administrative support such as coordinating research meetings, planning agendas, and recording meeting minutes.

KEY AREAS OF INVOLVEMENT INCLUDE:

1. Coordinates and conducts study related research activities for Fraser Health.
2. Provides assistance to the PI in the development and design of evaluation processes and procedures and research protocols for funded studies.
3. Assists the PI in the design and implementation of research protocol, tracking the progress of research activities against planned timelines and milestones.
4. Recruits study participants by identifying and screening potential subjects and obtaining informed consent.
5. Coordinates and implements all aspects of data collection and source documentation for each study to ensure quality and integrity of data.
6. Ensures study related administrative tasks and correspondence are completed such as the preparation and collection of study and required regulatory documents. Prepares and submits applications for ethical review to the FH Research Ethics Board (REB) and other REB's, as required, and ensures that all applicable approvals for conducting research in FH and other sites are obtained.
7. Maintains, monitors, calculates, processes, and summarizes financial data, records, and information for projects.
8. Provides direction and leadership to research related staff, including the supervision of students and volunteers, within the scope of the projects, as appropriate.
9. Facilitates ongoing communication among researchers within FH and other health authorities.
10. Assists with the preparation of grant applications for new research initiatives and ensure that FH pre-award and post-award requirements are maintained.

11. Maintains an awareness of new developments and trends through literature reviews, contact with peers at other organizations, and attendance at seminars, workshops, and education programs, as appropriate.
12. Supports knowledge dissemination activities through the preparation of grant proposals, research presentations and posters, project summaries and manuscripts for publication
13. Provides other administrative support functions including arranging internal/external meetings as required by booking rooms, notifying participants, confirming attendance, ordering catering, preparing agenda, conferences and seminars; prepares and distributes handouts and overheads; makes travel arrangements as necessary; maintains and organizes appointment calendars; records, prepares and distributes minutes and agenda; follows up on action items as required.

QUALIFICATIONS:

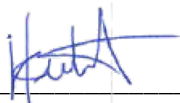
Baccalaureate degree in a health sciences or related discipline plus three years of related research experience including project management working with multi-disciplinary research teams, or an equivalent combination of education, training and experience. Valid Class V BC Driver's License and access to personal vehicle for business related purposes.

COMPETENCIES:

Demonstrates the LEADS capabilities of Leads Self, Engages Others, Achieves Results, Develops Coalitions and supports Systems Transformation.

Professional/Technical Capabilities:

- Demonstrated project management skills.
- Knowledge of research methodology and process.
- Strong understanding of ethical standards in conducting research.
- Demonstrated technical expertise, scientific judgement, and critical thinking
- Effective oral and written communications skills.
- Ability to manage multiple research projects.
- Demonstrated strong organizational and time management skills.
- Ability to work independently and as a member of multi-disciplinary teams.
- Knowledge of other health care disciplines and their role in health care.
- Proficiency in the use of a personal computer (PC) and applicable software applications.
- Physical ability to perform the duties of the position.
- Ability to operate related equipment

 _____ Manager	August 29, 2019 _____ Date
Employee Experience	_____ Date
Revised: 29/Aug/2019	Replaces: