

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00265</b>	Pay Grade:	<b>8</b>
JD Title:	<b>Research Ethics Officer</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Research Admin</b>		

### General Description

Responsible for providing support to research ethics boards affiliated with the Faculty of Health Sciences and teaching hospitals. Develops educational resources and enhances the visibility of research ethics within the University. Interprets and communicates University and regulatory policies, procedures and guidelines.

### Representative Duties & Responsibilities

- Develop solutions to complex issues involving research ethics board reviews.
- Develop policies, procedures, and guidelines pertaining to the ethical conduct of research involving humans.
- Develop and disseminate educational resources and training programs.
- Develop and deliver presentations to faculty, staff, and students to introduce them to the roles and responsibilities of the various research ethics boards.
- Interpret and communicate applicable policies, procedures and guidelines of the University and affiliated hospitals, regulatory bodies, and external sponsors to research ethics board members, faculty, employees, trainees and students.
- Provide advice to others concerning the completion of research ethics application forms and supporting documentation.
- Respond to research ethics related inquiries from faculty, employees, trainees and students.
- Foster close collaborations and the exchange of technical information between relevant colleagues and professionals to ensure the development, integration, review, endorsement and dissemination of procedures to follow in the conduct of clinical and basic research.
- Consult with colleagues in the development of various program to improve research ethics within the University.
- Provide reports to various committees, groups, and individuals relating to research ethics initiatives, and compliance and monitoring related issues.
- Create and maintain an extensive archive of research ethics forms and resources.
- Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.
- Coordinate the development and maintenance of informational and administrative databases and tools to standardize and track the ethics review process for all research protocols reviewed by the research ethics boards affiliated with the faculty and teaching hospitals.
- Attend and participate in national and regional conferences or meetings on research ethics.
- Recommend new and innovative procedures and approaches to be considered for implementation.
- Remain current with frequent developments in ethical review policies and emerging issues.
- Remain current and adapt to frequent changes in research ethics and clinical trial regulations, standards, and federal and provincial legislation.

### Supervision

- Ensures adherence to quality standards and procedures for short-term staff.

### Qualifications

- Bachelor's degree in a related field.
- Requires 4 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents and update websites.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information to respond to inquiries and word process documents.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Planning and coordinating a variety of events and activities such as conferences, seminars, and workshops.
  - Delivering presentations to faculty, staff, and students to introduce them to the roles and responsibilities of the various research ethics boards.
  - Providing advice to students and faculty concerning the completion of research ethics application forms and supporting documentation.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
  - Developing solutions to complex issues involving research ethics board reviews.
  - Developing policies, procedures, and guidelines to follow in regards to the ethical conduct of research involving humans.

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## Working Conditions

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### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Frequently handles competing requests and multiple deadlines.
- Occasionally interacts with individuals who may be rude or upset.

### Health & Safety:

- Risk to the incumbent is no higher than for the general population.

# Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00265</b>	Pay Grade:	<b>8</b>
JD Title:	<b>Research Ethics Officer</b>	Total Points:	<b>530</b>
Job Family:	<b>Research Admin</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>5.0</b>	105
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.5</b>	17
	4. Interpersonal Skill	<b>3.0</b>	39
	5. Education and Experience	<b>E3</b>	100
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>4.0</b>	78
<b>Responsibility</b>	9. Planning and Coordination	<b>3.0</b>	46
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>3.0</b>	66
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5