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| **JD/TJD #** | JD00570 |
| **Pay Grade:** | 8 |
| **Title:** | Clinical Research Coordinator (I) |
| **Unit/Project Description:***For Department use only.* |  |
| **Job Summary:** | Responsible for implementing, monitoring, refining, analyzing, coordinating, and reporting on several clinical research projects. Acts as a resource for the development of protocols, study documents, operations of study management, and management techniques. |
| **Purpose and Key Functions:** | * Apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature.
* Write sections of scientific papers, funding proposals, and abstracts.
* Coordinate the activities of research staff and resources to ensure that the project progresses in accordance with predetermined timelines.
* Develop estimates of time and resources for research projects.
* Oversee the collection, entry, verification, management, analysis, and reporting of data.
* Use statistical software to analyze data and interpret results.
* Design and maintain databases, data collection forms, error checking methods and related programs for efficient collection, analysis, and reporting.
* Troubleshoot moderately complex computer problems.
* Write data management and operations documentation for projects.
* Liaise between the clinic centre and remote clinic sites and personnel.
* Conduct structured patient interviews.
* Ensure that the relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
* Participate in the development of promotional strategies and related materials to encourage participation and support for research projects.
* Consult on protocol development, student organization, and data management activities.
* Develop presentations and present information and training sessions to project personnel and project patients.
* Present at meetings, seminars, and conferences.
* Keep project participants informed of project progress through regular reports and newsletters.
* Implement and maintain research project budgets. Create financial projections and make adjustments to research project budgets throughout the fiscal year.
* Exercise appropriate controls, monitor, and reconcile accounts.
* Conduct literature searches.
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| **Supervision:** | * Provide lead hand supervision and is responsible for the quality and quantity of work of others.
* Ongoing responsibility for supervising up to 9 casual employees at any one time.
* Provide orientation and show procedures to others.
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| **Requirements:** | * Bachelor's degree in a relevant field of study.
* Requires 4 years of relevant experience.
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| **Assets:***For Department use only*. |  |
| **Additional Information:** |  |