|  |  |
| --- | --- |
| **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. |
| **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. |
| **Requirements:** | * Bachelor's degree in a relevant field of study. * Requires 4 years of relevant experience. |
| **Assets:**  *For Department use only*. |  |
| **Additional Information:** |  |