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| **JD/TJD #** | JD00571 |
| **Pay Grade:** | 9 |
| **Title:** | Clinical Research Coordinator (II) |
| **Unit/Project Description:**  *For Department use only.* |  |
| **Job Summary:** | Responsible for applying specialized knowledge to initiate, implement, manage, and coordinate moderate to large clinical research projects. |
| **Purpose and Key Functions:** | * Develop an implementation plan for research projects. * Design promotional strategies and related materials to encourage participation and support for research projects. * Perform quantitative analyses of research data. * Interview study patients to gather qualitative and quantitative data. * Facilitate focus group sessions with project patients. * Coordinate and manage the collection, delivery, entry, verification, analysis, and reporting of data. * Oversee the design and maintenance of databases, data collection forms, error checking methods, and related programs for collection, analysis, and reporting. * Apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature. * Write sections of scientific papers, funding proposals, grants, and abstracts. * Coordinate the activities of research staff and resources to ensure that projects progress in accordance with predetermined timelines. * Develop estimates of time and resources for research projects. * Use statistical software to analyze data and interpret results. * Write data management and operations documentation for projects. * Liaise between the clinic centre and remote clinic sites and personnel. * Ensure that relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures. * Develop presentations and present information and training sessions to project personnel and 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 5 years of relevant experience. |
| **Assets:**  *For Department use only*. |  |
| **Additional Information:** |  |