|  |  |
| --- | --- |
| **JD/TJD #** | JD00572 |
| **Pay Grade:** | 10 |
| **Title:** | Clinical Research Coordinator (III) |
| **Unit/Project Description:**  *For Department use only.* |  |
| **Job Summary:** | Responsible for assessing, planning, implementing, and evaluating protocol procedures and managing the daily operations of clinical research projects ensuring that all aspects of the project protocol are adhered to. Applies specialized knowledge to initiate, implement, coordinate, and manage moderate to large clinical research projects. |
| **Purpose and Key Functions:** | * Monitor and coordinate multiple research projects in order to assess the need for and to implement strategies to ensure the conduct of quality research, the achievement of expected time lines and deliverables, and the efficient use of human and practical resources. * Troubleshoot problems at all stages of project development and implementation and assist with modifying protocol or project procedures to address challenges. * Participate with a team in the development and authoring of research protocols. * Recruit patients and enlist agencies to refer patients. * Review referrals and keep track of intakes from various referral sources. * Develop an implementation plan for research projects. * Design promotional strategies and related materials to encourage participation and support for research projects. * Perform both quantitative and qualitative analyses. * Provide advice on and conduct analyses of complex data sets. * Interview patients to gather qualitative and quantitative data. * Facilitate focus group sessions with project patients. * Gain the cooperation of research partners and team members by acting as the first point of contact on a variety of research projects and liaising with project collaborators, stakeholders, and staff. * Exchange technical and administrative information with colleagues and project participants. * Coordinate and manage the collection, delivery, entry, verification, analysis, and reporting of data. * Identify funding opportunities and coordinate the submission of research proposals. * Oversee the design 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, and abstracts. * 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:** | * Master's degree in a relevant field of study. * Requires 5 years of relevant experience. |
| **Assets:**  *For Department use only*. |  |
| **Additional Information:** |  |