POSITION DESCRIPTION #00037273
BUSINESS TITLE: RESEARCH COORDINATOR
EMPLOYMENT GROUP: M&P
JOB FAMILY: NURSING 29
JOB CODE: 182901 NURSING LEVEL A
PAY GRADE: 7
SALARY LEVEL: A
OPENING ID: 27114

Organization:
The Vaccine Evaluation Center (VEC) is seeking a part-time (between 0.7 to 1.0 FTE) Research Coordinator for a series of vaccine-related studies, including clinical trials.

Established in 1988 at BC Children's Hospital Research Institute, the Vaccine Evaluation Center (VEC) is jointly supported by BC Children's Hospital and the University of British Columbia. The VEC brings together researchers from diverse backgrounds to work together towards a common goal of optimizing immunization programs and improving our understanding of vaccines.

JOB SUMMARY:
This is position is for project coordination of vaccine research, including clinical trials. Individuals at this level have proven their abilities as a research nurse and have experience in coordination tasks. Must show a demonstrated ability to do the typical duties described in the Work Performed section.

WORK PERFORMED:
The Research Coordinator will manage multiple aspects of conducting research studies including clinical trials. The research coordinator is required to have an in-depth knowledge of protocol requirements and good clinical practices as set forth by regulations.

Responsibilities include, but not limited to:
- Creating applications for Research Ethics Board submission, including necessary study documents and protocol amendments
- Manage recruitment, screening, enrollment and data collection of study participants, ensuring protocol compliance. Will liaise with different groups to establish a recruitment strategy.
- Responsible for data and source documentation, as well as adverse event reporting.
- Coordinate and train study personnel
- Develop and manage study material and documents
- Assess staffing needs for study including scheduling staff during the study.
- Coordinate research team meetings and communications
- Manage study progress and timeline - recognizes deviation from original projected time line.

- Identification of problems in the field, and work with the project team to solve these problems. Be able to implement new policies and procedures that are developed by the project team.
- Review protocols and identify potential problems.

Proficiency in the following research nurse tasks:
- Blood sample collection
- Recruitment
  - Understands vaccines and their functions and is able to perform recruitment for studies, providing potential study participants with all the necessary background information.
- Randomization
  - Adheres to the principles of randomization for study participates as directed by the protocol and/or VEC guidelines
- Enrolment
  - Conducts informed consent with potential study participants (as per the VEC SOP for Informed Consent), in onsite, offsite clinics or home visit settings.
- Data Collection
  - Obtains history driven health assessments
  - Collects follow-up data by telephone or at visits
- Documentation
  - Completion of detailed source documentation/case report forms as per the VEC charting Guidelines.
- Protocol adherence
  - Able to read protocol, understand and to comply with protocol requirements.
- Basic Nursing skills
  - Utilizes skills such as IM and SC immunizations, vital signs, anaphylaxis monitoring and management
- Scheduling Appointments

CONSEQUENCE OF ERROR:
Duties are performed according to operating procedures, Clinical Trial(CT) protocols, Good Clinical Practice (GCP) guidelines, Health Canada Division 5 regulations, Food and Drug Administration (FDA) Code of Federal Regulations (CFR), regulations 51 (where applicable) and VEC policies. Decisions are made for routine nursing such as appropriateness of immunization (i.e. contraindications or delays) and basic eligibility determination. All non-routine decisions concerning eligibility and/or immunization etc. are made in consultation with the CT coordinator, or the investigator in the coordinator's absence. Consequences of errors could result in medication errors, which could cause harm to study participant, delays, possible loss of funding, or impact the integrity of a study.

SUPERVISION RECEIVED:

Study related activities are coordinated by the Study Coordinator and/or Investigator(s). Routine work does not require daily supervision but the end result may be checked by the Investigator. General supervision comes from the VEC senior research coordinators.

SUPERVISION GIVEN:
Coordinates the work activities of the field staff working on the project (nursing and research assistants). Reviews case report forms for compliance with study protocol.

QUALIFICATIONS:
- Registered Nurse with current B.C. license to practice is required
- One or more years of experience coordinating research.
- Experience in vaccine clinical research is an asset.
- Bachelor of Nursing degree would be an asset.
- Previous supervisory experience would be an asset.
- Preference for a background in the areas of vaccine administration, paediatric care or community health.

SKILLS:
- Ability to deal with the public and to work in a team environment.
- Effective communications, interviewing and counselling skills are required.
- Vaccine Certification required but can be provided if necessary.
- Attention to detail and superb ability to multitask, prioritize work and meet deadlines

BENEFITS:
- Flexible work hours/workplace that values work/life balance
- Employee benefits include medical, dental, as well as accrued vacation and sick time
- Consider joining our committed team of staff and being part of an innovative, inclusive, and rewarding workplace.