The Royal
Mental Health - Care & Research
Santé mentale - Soins et recherche

Posting Date: August 18th, 2020

Reference Number: IMHR20-003

Position Description:

Position Title: Research Coordinator III
Temporary Full-Time (1.0 FTE) Days
Contract End Date: August 2021

Immediate Supervisor: Dr. Pierre Blier, Mood Disorders Research Unit Director

Reporting Supervisor: President, IMHR and Vice-President, Research, The Royal

Summary of Responsibilities:
Research Coordinators facilitate the conduct of clinical research involving human participants under the general direction of Researchers and Research Associates. Research Coordinators will typically coordinate and manage the day-to-day operations of a number of smaller research projects or at least one large, multi-centre research project. The Research Coordinator may have supervisory responsibilities for other research staff.

Major Responsibilities:

1. **Research Coordination (49%):**
   - Acts as a highly experienced resource for clinical research team members.
   - Identifies problems using assessment skills, reports any abnormalities to Investigator and suggests potential solutions.
   - Provides clinical support of research participants in accordance with International Conference on Harmonization / Good Clinical Practice (ICH-GCP) guidelines, regulated health professional practices and the research protocol.
   - Identifies, analyzes and interprets research participant and/or clinical research information and uses professional risk assessment judgment and decision making skills to respond appropriately and proactively to issues/problems that may arise.
   - Ensures the smooth and efficient day-to-day operation of research and data collection activities.
   - Prepares and implements research protocol specific clinical research operating policies and procedures.
   - Liaises with, research team members, Research Ethics Board staff, Institute grants, contracts and finance staff, study sponsors and/or regulatory bodies.
   - Completes regulatory documentation as required, including research ethics and Health Canada applications, etc.
   - Addresses requirements for reporting, and maintaining compliance of on-going research projects, with Principal Investigator.
   - Plans, drafts, implements and coordinates all aspects of data collection/interview instruments and source documentation (including consent forms) as per relevant research policies and guidelines.

- Recruits, instructs and coordinates research participant activities, as appropriate to specific study objectives.
- Able to conduct clinical assessments/interviews (e.g. MINI, cognitive testing), as required by research protocols and within scope of practice.
- For assigned projects, acts as the primary administrative point of contact for internal research staff and as the principal operational liaison for other research organizations, funding agencies, monitoring/auditing parties and regulating bodies.
- Able to perform and/or train in the collection, processing and coordination of data, samples and/or specimens for research projects, including packaging and shipping of specimens as required.
- Assists with monitoring the progress of research activities (including the preparation of reports) as required by investigators, administrators, funding agencies, regulatory bodies and/or internal quality assurance representatives.
- Responsible for procurement of equipment and supplies.
- Independently responds to research project specific correspondence, including telephone and email inquiries, as required.
- Organizes and facilitate meetings associated with research activities, as required.

2. **Nursing Responsibilities, as required by research protocols (49%):**
   - Performs venipuncture and vital signs collection and assessment, as required by research protocols.
   - Performs insertion of IVs, as required by research protocols.
   - Able to perform ECGs, as required by research protocols.
   - Administers oxygen therapy, as required by research protocols.
   - Prepares, dispenses and administers medications (e.g. oral, sublingual, IV, etc.), as required by research protocols.
   - Monitors, records and reports symptoms and changes in research participants' conditions.

3. **Grant cost centres and other financial activities (2%):**
   - Assists researcher(s) and staff members in developing budgets and budget justifications consistent with grantor/contractor eligibility requirements and IMHR policies; liaises with IMHR Administration as necessary.

4. **Other**
   - Performs miscellaneous job-related duties as assigned.

Qualifications:
- Nursing degree or diploma and a valid Ontario RN or RPN license required.
- One (1) to two (2) years minimum of relevant experience in a mental health environment required.
- Bilingual (French and English) is an asset.

Knowledge, Skills & Abilities:
- Skilled in organizing resources and establishing priorities.
- Ability to communicate and interact competently and professionally at all levels within a broad, complex clinical research environment.
- Previous experience in clinical research including participant recruitment and data collection.
- Strong working knowledge of ICH-GCP and relevant regulations, legislation and guidelines applicable to the clinical research field.

- Knowledge of adverse medical event investigation, analysis and reporting procedures and standards.
- Knowledge of medical and research terminology.
- Ability to develop and implement clinical research plans and standard operating procedures.
- Ability to work under pressure and on several projects concurrently.
- Self-directed and able to work independently with minimal supervision and within a multidisciplinary team.
- Ability to supervise and train staff, including organizing, prioritizing and scheduling work assignments.
- Meticulous, detail-oriented and highly organized.
- Skill in budget preparation and fiscal management.
- Excellent interpersonal skills.

Program Information:

- All applicants must provide a recent resume that clearly indicates that they meet the required qualifications.
- IMHR sincerely thanks all applicants for their interest in a career with us; however, only those applicants selected for an interview will be contacted.