Job Summary

The University of British Columbia’s Division of Plastic Surgery is seeking an energetic colleague to join as the **Microsurgery Lab Coordinator and Research Assistant**. This position will provide direct supervision of the WorkSafeBC Microsurgical Laboratory, including the instruction of surgical trainees, as well as manage, facilitate, and provide continuity for several ongoing clinical research projects and the development of new research initiatives, in a multidisciplinary academic environment.

Organizational Status

The successful candidate will report to the Microsurgery & Research Director, Division of Plastic Surgery. He or she will work independently, in collaboration with other medical subspecialties, plastic surgeons, technicians, medical students, residents, fellows and graduate students at the Vancouver General, UBC, St. Paul’s, Mount St. Joseph, and BC Children’s Hospitals to support the UBC Division’s research activities.

Work Performed

The successful candidate will conduct a wide range of responsibilities in coordinating the Microsurgical Laboratory, and in supporting clinical research projects, including:

- Managing the day-to-day operations of the Microsurgical Laboratory, including the maintenance of the laboratory before, during and after instructional or research activities.
- Provide direct instruction in Microsurgery training (this skill will be provided during initial training)
- Interacts with the staff at the Jack Bell Research Facility to provide exemplary care of research subjects
- Obtain and maintain necessary certification for the care and use of rodents in research
- Ordering, tracking, recording and maintaining equipment and supplies
- Reconciling expenditures, training staff, students and Fellows

- Assisting in research project design and overall project facilitation.
- Actively participating in brainstorming sessions which result in research proposal submissions.
- Preparing hospital and university research ethical review submissions, creating assent and consent forms for patients and families, and facilitating recruitment and enrollment in clinical research studies.
- Contacting and following up with patients as required.
- Assisting in the writing of, and editing, scientific/medical manuscripts
- Collecting, collating, storing, and conveying data in various formats
- Assisting with abstracts, research posters and slides for oral presentations.
- Coordinating and providing day-to-day supervision of students and residents involved in research initiatives.
- Participating in the overall growth and development of academic plastic surgery at UBC.
- Presenting summaries of research activities and ongoing clinical research studies at inter-departmental meetings and to local community interest groups.
- Developing budgets; sourcing equipment; and conducting costings, purchasing, and project inventory management.
- Facilitating educational and professional development opportunities to enhance the ongoing scholarly development of the team.
- Managing research financial resources.
- Wiring national and provincial grant applications to both government and private sector/industry organizations. Exploring opportunities for grant funding.
- Performing other related responsibilities as required.

**Supervision Received**

This position will work independently, with general direction by the Microsurgery & Research Director for the UBC Division of Plastic Surgery

**Supervision Given**

This role will provide day-to-day coordination of medical students, Residents, and Fellows who participate in microsurgical training and clinical research projects that are under the direction of the Principal Investigator.

**Consequence of Error/Judgment**

Errors in judgment regarding the care of animal subjects can result in unacceptable suffering and harm. Errors in judgment regarding confidentiality, the development of approaches and techniques, solution of problems, and preparation of reports will have a significant effect on the reliability and credibility of clinical studies and of research teams and the Division of Plastic Surgery.

**Working Conditions**

Work is performed at the various teaching hospitals affiliated with UBC, including: VGH, UBC, SPH, BCCH and MSJ Hospitals. The applicant will share research space at VGH. The Microsurgery laboratory is located in the Jack Bell Research facility.
Qualifications

- Undergraduate degree in Science in a healthcare-related discipline (Masters in Experimental Design/Science or Epidemiology is preferred) plus 3 years’ relevant clinical research experience are required, or the equivalent combination of education and experience.
- Animal surgical experience is highly preferred. Formal training in *UBC Animal Care and Use Program (ACUP)* is desired, but can be provided to candidates as required.
- Understanding and experience in the maintenance of surgical instruments and equipment.
- Advanced training in statistics and experimental design is essential.
- Comprehensive knowledge of Word, Excel, PowerPoint, Reference Manager and SPSS (or equivalent statistical program).
- Strong research abilities using medical databases such as Ovid Medline, PubMed and MD Consult; comprehensive knowledge of the UBC library system for article searches and retrievals.
- Strong grant writing skills, with experience at the provincial and national level.
- Ability to work efficiently and productively, both independently and as part of a diverse team.
- Effective problem-solving skills. Independently motivated, with appropriate initiative.

The Division of Plastic Surgery hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. Citizens and permanent residents of Canada will be given priority. We thank all applicants and will contact those who are selected for an interview.