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UBC Job ID: 32694

Location: Vancouver - Hospital Site

Employment Group: Technicians & Research Assists

Job Category: Non Union Research/Technical

Classification Title: Research Asst/Tech 3

Business Title: Research Asst/Tech 3

VP/Faculty: Faculty of Medicine

Department: Paediatrics

Salary Range: \$23,456.00 (minimum) - \$25,580.00 (midpoint) - \$27,704.00 (maximum)

Full/Part Time: Part-Time (53%)

Desired Start Date: 25/02/2019

Job End Date: 31/03/2019

Funding Type: Grant Funded

Closing Date: 28/02/2019

Available Openings: 1

Guiding principle: "Midpoint" of the hiring salary range means the individual possesses full job knowledge, qualifications and experience.

\*\*\*THIS POSITION OFFERS THE POSSIBILITY OF EXTENSION BEYOND MARCH 31, 2019.\*\*\*

### **Job Summary**

To coordinate data collection and management for the local component of the national pediatric oncology surveillance program (CYP-C: Cancer in Young People in Canada). The project is supported by a grant from the Federal Public Health Agency of Canada. Data for children diagnosed in British Columbia prior to the start of the project will be obtained from medical records and entered into a national database.

The RT3 works with physicians and staff in the Data Management office and Oncology clinic. The RT3's office is located in the Shaughnessy Building.

### **Organizational Status**

The Research Technician (RT3) will report directly to the Clinical Trials Unit (CTU) Manager. The incumbent will also report to and receive direction from the institutional CYP-C Principal Investigator as required.

### **Work Performed**

- Identify and track potential patients with cancer who may be eligible for CYP-C.
- Review and confirm eligibility as per CYP-C criteria.
- Retrieve, document, abstract and interpret complex data from the health record for the purpose of treatment and outcome surveillance. This includes reporting annual follow-up data on registered participants.
- As Lead CRA in this project, the RT3 will be responsible for audit and monitoring visits including pre-audit preparation of identifying and flagging source documents and medical records.
- Assist the auditor(s) in locating source documents within the medical records as requested.
- Lead role on creation of responses to the auditors' and monitors' reports post visit.
- Accurate and timely completion of paper data capture forms from the health record and entry into the electronic system.
- Maintain and organize hard copy data capture forms.
- Ability to meet contractual patient registration quota.
- Maintain new patient and annual follow-up databases.
- Liaising with outside institutions on information exchange regarding participant transfers.
- Attend annual training conference involving travel.
- Supports clinical research by ensuring this project will be conducted according to legal and ethical requirements.
- Creation and maintenance of study procedure documents.
- Liaise with physicians, nurses and other related health care professionals to accomplish tasks as necessary.
- Advises Principal Investigator and CTU Manager on continuing quality improvement with work systems.
- Performing data queries.
- Timely completion and maintenance of required regulatory certificates and tutorials.
- If not already obtained, the division will support training for clinical research professional certification through the Society of Clinical Research Associates.
- Aids the Administrative Coordinator to submit the quarterly and fiscal yearend financial reports to Health Canada.
- Performing other related tasks.

### **Supervision Received**

It is expected that the RT3 will demonstrate the ability to work independently once training has been successfully completed. The RT3 will receive supervision from the CTU manager and will be required to problem solve independently.

### **Supervision Given**

None

### **Consequence of Error/Judgement**

The incumbent is required to conduct all research activities in an ethical manner, suited to the proper activities of the University of British Columbia and to the professional organizations governing his or herself and those governing the activities of the institution and all other investigators. Any procedures or data recorded as part of a trial must be accurate. Strict confidentiality of all study participants must be adhered to. All activities involving participants are accountable to the Principal Investigator, the Department Head, and the candidate's governing professional organization.

Consequences of error are high and this is a position with significant responsibility. The data submitted impacts the national pediatric surveillance program, Cancer in Young People in Canada (CYP-C). Errors could impact upon the reputation of the program as a whole and jeopardize the options for collaborative participation in future.

### **Qualifications**

- Undergraduate degree in a relevant discipline or Graduation from a technical college or institute.
- Health Information Technologist/Health Information Management Diploma or unit clerk certificate (preferred).
- Certified member of SoCRA (Society of Clinical Research Associates) preferred.
- Minimum of 3 years related experience or the equivalent combination of education and experience.
- Knowledge of medical terminology and patient record systems required.
- Experience in an oncology setting preferred. Demonstrated knowledge and experience with Pediatric oncology an asset.
- Attention to detail with the ability to work quickly and accurately is a must along with a high degree of focus and initiative.
- Medium to high degree of computer literacy including familiarity with Microsoft Word and Excel and capability to learn new software.
- Excellent organizational and interpersonal skills a must.
- Ability to maintain confidentiality and can communicate effectively both orally and in writing.
- Ability to work both independently and within a team environment.
- Physical ability to do the job.

All positions in the Department of Pediatrics at BC Children's Hospital require a Criminal Record Check (CRC). A pre-employment CRC is required as part of the recruitment process and any offer of employment is contingent pending positive results of the CRC.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.