

Job Posting

Job ID: 33252

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: Obstetrics & Gynaecology

Salary Range: \$44,257.00 (minimum) - \$48,264.00 (midpoint) - \$52,271.00 (maximum)

Full/Part Time: Full-Time

Desired Start Date: 2019/04/15

Job End Date: 2019/12/31

Funding Type: Grant Funded

Closing Date: 2019/04/03

Available Openings:

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

Job Summary

The full-time Research Coordinator will be responsible for assisting with day-to-day operations of a Randomized Clinical Trial assessing psychosocial interventions for couples managing changes to their sexual lives following prostate cancer treatment. This research program is a collaboration between the UBC Sexual Health Lab (UBCSHL) and the Prostate Cancer Supportive Care (PCSC) Program.

Duties include general coordination of the recruitment and enrolment process. The Research Coordinator will also manage all aspects of data collection, data management, and coordination of treatment groups. Due to the highly sensitive nature of the research carried out in the UBCSHL and PCSC, this individual must understand and exemplify the ethics of confidentiality, sensitivity, and respect when communicating with all research participants. Experience in psychosocial research is also a must.

The Research Coordinator must be exceptionally detail-orientated and organized. They must be able to prioritize tasks to ensure that time-sensitive duties are completed in priority. This person must also be self-directed and able to excel in a team environment.

Organizational Status

Reports to the Principal investigator. The Research Coordinator will work primarily in an autonomous role, and thus previous experience in psychosocial research is critical. This position will be based in the Diamond Health Care Centre at Vancouver General Hospital.

Work Performed

Recruit study participants, via coordination with PCSC clinicians, Vancouver Prostate Centre physicians, community sources, and patients themselves

Contact and inform potential participants about all aspects of study protocol information; obtain informed consent from participants

Work closely with research participants to ensure that all data is collected and completed as per study protocol, including long-term follow-up data

Provide regular updates, including a monthly study report regarding data collection status and feedback about recruitment procedures to Principal Investigator and Study Lead

Organize meeting schedules and room bookings, including planning and coordination of treatment groups among participants and treatment facilitators

Coordinate and carry out qualitative exit interviews with participants after participation in the treatment groups

Working with online study questionnaire on REDCap

Coordinates ethics amendments as needed through the appropriate UBC Clinical or Behavioural Research Ethics Board

Maintain all materials and data from the study including online questionnaire data, treatment group session recordings, and exit interview transcripts; this includes data input, data checking, and general data management.

Works with the Refworks online reference library by ensuring relevant peer-reviewed research library is up to date

Assist knowledge translation activities, including the preparation of manuscripts, conference proceedings, and community outreach initiatives such as social media management

Supervision Received

Most of the work will be done independently with as-needed supervision from the PI. The Coordinator will attend weekly laboratory meetings with the full UBCSHL team on Mondays, and monthly meetings with the PCSC team.

Supervision Given

The Research Coordinator will be responsible for the supervision of laboratory volunteers and undergraduate students, as needed.

Consequence of Error/Judgement

The Research Assistant/Tech 3 is required to conduct all research activities in an ethical manner, suited to proper activities of the University of British Columbia and to the professional organizations governing him or herself and those governing the activities of the Directors and all other investigators. Strict confidentiality of all study participants must be adhered to. All activities involving participants are accountable to the PI, the Department Head, and the Dean of Faculty of Medicine.

Qualifications

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Graduation from a Master's level program is required. Minimum of 3 years related experience or the

equivalent combination of education and experience. Minimum of 3 years related experience or the equivalent combination of education and experience
Experience with psychosocial research is required
Sound understanding of clinical issues in Sexual Medicine would be an asset
Experience in providing research support in a similar clinical research environment would be preferred
Strong knowledge of scientific terminology in the health sector is preferred
Ability to work effectively with minimal supervision
Experience with qualitative research methods and analyses is preferred
Ability to manage a clinical study, identify key information including problem areas, and provide appropriate and effective recommendations and/or solutions
Experience with data management. Ability to analyse and interpret data would be an asset
Ability to organize, prioritize duties, and effective time-management skills
Ability to maintain accuracy and attention to detail
Experience with manuscript preparation would be an asset
Experience with REDCap would be an asset
Ability to effectively use standard computer software at an intermediate level (e.g., Outlook, MS Word, MS Excel, Powerpoint), including SPSS.

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.