

Position Description

Dr. Cohen's program of research focuses on improving outcomes for children with medical complexity (CMC) and their families. Cohen's team is developing, evaluating and disseminating a number of evidence-based interventions aimed at improving health outcomes of CMC, providing caregiving supports for families, and mitigating unnecessary healthcare expenditures. The Clinical Research Project Coordinator (CRPC) coordinates clinical research studies according to regulatory and institutional guidelines and requirements and assists in the preparation of study results, including presentations, progress reports, and manuscripts. The CRPC will work closely with the Principal Investigator (PI) and participate in a series of projects merging in the research program.

Here's What You'll Get To Do:

- Read and have a general knowledge of study protocols and measures to plan, organize and carry out clinical research
- Coordinate and facilitate meetings with the study PI, team and stakeholders
- Submit to REB and coordinate revisions in accordance to institutional requirements. Assist the PI with annual approval process and amend protocols and consents as required
- Maintain records of research activities and prepare periodic and ad hoc reports, as required by investigator, partner groups and/or regulatory bodies
- Develop and monitor timelines for study
- Develop and present material for publication using strong written, verbal, and graphical communication skills with the ability to express complex scientific concepts effectively
- Present scientific outcomes to clinicians, policy-makers and members of the research community. This would include opportunities for publications and presentations at national and international conferences.
- Opportunities to develop research skills and professional development
- Keep abreast of regulations and policies governing clinical research
- Work with a great team of researchers, trainees and knowledge users

Here's What You'll Need:

- A Master's degree in health services research, epidemiology, public health or related field
- Previous research experience is an asset, specifically experience with using routinely collected health data (e.g., health administrative data, large clinical datasets, etc.)
- Strong communication (verbal and written) and interpersonal skills
- Excellent organizational skills, attention to detail, and ability to prioritize and manage multiple projects simultaneously
- Ability to function independently yet collaboratively within a team
- Advanced computer skills, including word processing, spreadsheet, presentation and cloud computing (Zoom, Dropbox, OneDrive and others)

- Competency in data interpretation; knowledge of statistical software is an asset but not required