Research Coordinator, Sunnybrook Research Institute

Temporary Full time, one-year term with possibility of renewal

**Hours:** 37.5 hours/week (1.0 FTE)

**Department:** Evaluative Clinical Sciences Research Platform, Sunnybrook Research Institute

**Description**
The Sunnybrook Lung Health Group, affiliated with SRI, is seeking an energetic, highly motivated individual to work as a Research Coordinator. The individual will be part of a clinical research team, assisting with all aspects of ongoing and upcoming prospective, clinical research studies of respiratory disease. We are currently conducting studies on the long-term respiratory effects of COVID-19 infection and remote monitoring for people with chronic lung conditions. The individual will co-ordinate investigator-initiated research studies. Key responsibilities will include, but are not limited to, the list below. The Individual must have excellent communication skills and the ability to multitask and solve problems in an independent manner. Some flexibility to attend to off-hour (i.e., evenings, weekends) recruitment of participants is a requirement of this role.

**Key Responsibilities**
- Carry out project-specific activities from project initiation to project completion.
- Prepare submissions to Research Ethics Boards; monitor project timelines and maintain study documentation in accordance with institutional policies and procedures.
- Contribute to the development of research study protocols, including study design and analytic procedures, amendments for research ethics boards as well as Clinical Trial Repositories.
- Manage process for Data Sharing Agreements / contracts.
- Assists in study administration and study management: ability to adhere to research protocol and to carry out various aspects of conducting of a research study or a clinical trial.
- Responsible for collaborating with the Investigator and other members of the study team, in the recruitment of study participants.
- Executes study related administrative tasks, including: conducting telephone or virtual and/or in-person clinical recruitment interviews, obtaining informed consent, collecting and entering data and coordinating patient visits/schedule as per study protocol.
- Financial duties relating to research study-related activities such as liaising with Research Finance as necessary for activities such as new account setup, annual reporting, budget management, invoice verification, etc.
- Plan, implement, review and coordinate all aspects of data collection and source documentation, as per hospital policy and ICH/GCP guidelines.
- Report any study related abnormalities and/or deviations from defined parameters (i.e., the approved protocol or documented investigator instructions) to the investigators or health care team members.
- Liaise with study team members to ensure high standards of quality and optimal management of research participant care.
- Liaise with investigators at study sites and assist with their recruitment of patients.
- May travel between study sites, as needed.
- Critically appraise and synthesize literature, retrieve articles, and maintain citation databases.
- Contribute to the preparation of abstracts, poster presentations, peer-reviewed publications and other relevant deliverables.
- Provide functional supervision to assigned personnel (i.e., research assistants, trainees and students) and assist in the training and orientation of new staff.
- Attend and participate in project-related meetings, including research team meetings including setting agendas, preparing summaries, minute taking.
- Assist with other research-related activities as needed.
- Compliance with confidentiality requirements.
- Occasional off-hour (evening, weekend work) may be required.

**Preferred Qualifications**
- Bachelor’s Degree in health services related discipline, or BSc in nursing (a Masters is preferred).
- Two-to-five years experience in a clinical research setting, recruiting participants into multiple studies.
- Strong Interpersonal skills and ability to maintain professional communication and healthy relationships with staff, research participants and their caregivers.
- Experience with chart review and data entry.
- Experience with REDCap platform is an asset.

1
- Time management skills: ability to prioritize workload and flexibility to adjust to changing work plans, schedules and deadlines
- Strong oral and written communication skills
- Computer proficiency including skills with MS office applications
- Strong work ethic with an ability to solve problems independently.
- Evidence of training certification in Tri-Council Policy Statement -2 (TCPS-2) and the International Conference on Harmonization – Good Clinical Practice Guidelines (ICH-GCP) or willing to take on-line courses

**Salary:** Commensurate with experience

**Application Instructions:** Please send a cover letter and curriculum vitae in one PDF document to CanBREATHE@sunnybrook.ca

We thank all applicants for their interest but only candidates short-listed for interview will be contacted.

Sunnybrook Research Institute is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Sunnybrook Research Institute is strongly committed to inclusion and diversity within its community and welcomes all applicants including but not limited to: visible minorities, all religions and ethnicities, persons with disabilities, LGBTQ persons, and all others who may contribute to the further diversification of ideas.