Research Associate, Sunnybrook Research Institute
Temporary Full time, 1 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. We currently have an opening for a Temporary Full-Time **Research Associate**. The contract is for one year with the possibility of renewal. The individual will work closely with investigators to support our growing research portfolio. This portfolio includes prospective and observational clinical research studies in respiratory disease. Areas of research include remote clinical monitoring for people with chronic lung conditions.

We are seeking an individual with strengths in qualitative and quantitative health research. They will organize and co-ordinate all aspects of investigator-initiated research studies. 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.

Summary of duties include (but not limited to):
- Assisting with the planning, implementing and coordinating of all aspects of research from project initiation to project completion, including, but not limited to:
    - Prepare submissions to Research Ethics Boards, amendments for research ethics boards and maintain study documentation in accordance with applicable policies and procedures
    - Initial project design, setting research goals and development of procedures.
    - Development of research study protocols, including study design and analytic procedures
    - Manage process for Data Sharing Agreements and other legal agreements
    - Study administration and study management: adhere to research protocol and carry out various aspects of conducting of a research study
    - Recruitment of study participants including conducting interviews, obtaining informed consent, collecting and entering data, maintaining records and coordinating patient visits/schedule
    - Liaising with patients and their families and other stakeholder groups (e.g., clinical staff, decision-makers, etc.), to arrange research assessments and interviews.
    - Liaising with other investigators and study staff to facilitate recruitment and ensure the consistency and quality of all study procedures
    - Monitoring project requirements in order to ensure quality data and procedure flow
    - Perform data collection, maintenance, and analysis
    - Financial duties relating to research study including liaising with Research Finance, annual reporting, budget management, invoice submission.

    - Maintain study documentation as per hospital policy and ICH/GCP guidelines
    - Report any study related abnormalities and/or deviations from the approved protocol
    - Ensure highest standards of quality research participant care
- Scheduling and attending research meetings, including preparing agendas and meeting minutes
- Critically appraise and synthesize literature, retrieve articles, and maintain citation databases
- Write abstracts, poster presentations, manuscripts, peer-reviewed publications and other relevant deliverables
- Quantitative statistical analysis, epidemiological methods and data management, preferably using R
- Supervise research assistants, trainees and students and assist in the training and orientation of new staff
- Assist with other research-related activities as needed
- Compliance with confidentiality requirements
- Occasional off-hour (evening, weekend work) may be required
- May travel between study sites, as needed

Qualifications

- PhD or Masters Degree in a health care/services related discipline
- Three or more years experience in a clinical research setting, recruiting participants into multiple studies.
- Demonstrated strong written and verbal communication, critical thinking
- Demonstrated strong independent working and multitasking skills
- Ability to work well in a deadline-oriented and team-based environment with competing priorities
- Excellent organizational and administrative skills with attention to detail
- Excellent presentation and facilitation skills
- Knowledge of medical terminology in the areas of rehabilitation is considered an asset
- Previous word-processing, database and spreadsheet software experience, in a Microsoft Office environment, including Excel, Word, PowerPoint and Electronic Patient Record Databases
- Ability to work well under pressure and use good judgment to assess and respond to difficult situations
- Ability to maintain confidentiality and strong knowledge of clinical ethics regulations
- Experience working in a health care, scientific or research environment preferred.
- Strong interpersonal skills and ability to maintain professional communication and healthy relationships with staff, research participants and their caregivers
- Demonstrated knowledge and experience with quantitative statistical analysis, epidemiological methods and data management, preferably using R
- Experience with chart review and data entry
- Expertise and experience with REDCap platform

- Time management skills: ability to prioritize workload and flexibility to adjust to changing work plans, schedules and deadlines
- 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)
- This will be an on-site position.

Salary: Commensurate with experience

Application Instructions: Please send a cover letter, a curriculum vitae and at least one writing sample (e.g., published manuscript, submitted paper, or conference abstract) 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.