

JOB DESCRIPTION: RESEARCH COORDINATOR



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POSITION IDENTIFICATION

POSITION TITLE: STUDY COORDINATOR

Reports To: Director, Programs or Administrative Research Assistant

Wages: Salary (\$37,768)

Classification: Contract - 1 Year Term – 1.0 FTE
(With option of renewal to 3 years)

POSITION PURPOSE:

Coordinates and administers research study associated activities. Assists in project planning, and ensures that pre-established work scope, study protocol, and regulatory requirements are followed. Recruits and coordinates research subjects, as appropriate, and serves as principle administrative liaison for the project. Oversees and coordinates the provision of administrative and staff services to director the investigators; develops and maintains recordkeeping systems and procedures.

SUMMARY OF RESEARCH:

The objective of this study entitled “Involving People Living with HIV/AIDS in Training Medical Students in HIV Counselling and Testing” is to investigate the use of an interactive HIV counselling and testing workshop involving People Living with HIV (PHAs) as Patient Instructors and to gather data on the involvement of PHAs in medical education. Qualitative and quantitative methods will be used.

DUTIES AND RESPONSIBILITIES:

1. Plans and coordinates the initiation of research study protocol, and the establishment of operating policies and procedures.
2. Promotes research capacity building among community-based organizations and student groups.
3. Prepares research ethics board applications
4. Plans, implements, and maintains data collection and analysis systems in support of research protocol; may coordinate the collection and analysis of research data.
5. Recruits, instructs, and coordinates research subjects and/or volunteers, as appropriate to specific study objectives and work scope.
6. Ensures the smooth and efficient day-to-day operation of research and data collection activities; acts as the primary administrative point of contact for internal research staff and as the principle operational liaison for other research organizations, funding agencies and regulating bodies.
7. Coordinates the day-to-day activities of any technical support staff specifically engaged in the carrying out of research/clinical protocol, as appropriate to the position; may perform aspects of research protocol, as required, in accordance with specified program objectives.
8. Plans and coordinates the staffing of research studies, to include the recruitment and administration of research support staff, as appropriate to the activity.
9. Supervises and coordinates the provision of support services to investigators and researchers.

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10. Monitors the progress of research activities; develops and maintains records of research activities, and prepares periodic and ad hoc reports, as required by investigators, administrators, funding agencies, and/or regulatory bodies.
11. Plans and coordinates regular advisory board and steering committee meetings.
12. To implement quality control process throughout the conduct of the trial
13. To perform miscellaneous job-related duties as assigned including supports for other programs related to HIV education among health care providers.
14. Complies with the Toronto People with AIDS Foundation Policies and Procedures.

EDUCATION, TRAINING AND COMPETENCIES

EDUCATIONAL REQUIREMENTS:

1. Post secondary degree in a related field preferred or equivalent combination of education and experience
2. OAN Leadership and/or other relevant PHA capacity building training encouraged

SPECIALIZED CERTIFICATES/LICENSES:

1. No prerequisite certificates/licenses required—will be required to complete certification on ethical conduct of research involving human subjects if not already completed.

TRAINING/EXPERIENCE CLINICAL REQUIREMENTS:

1. Minimum of one-year clinical research experience.
2. Familiarity with community research-based principles.
3. Minimum two-four years experience in program coordination, volunteer management in a health related, adult education or frontline client service
4. Extensive knowledge of issues relating to people living with HIV/AIDS
5. Demonstrated understanding of the complexity of issues relating to HIV/AIDS
6. Excellent facilitation skills
7. Exceptional program coordination and volunteer management skills
8. Excellent communication and interpersonal skills
9. Fluency in English
10. Ability to speak another language is an asset
11. Strong awareness of anti-oppression and harm reduction issues

TRANSFERABLE COMPETENCY REQUIREMENTS:

1. Verbal communications skills
2. Problem-solving skills
3. Planning/organizational skills
4. Personal motivation
5. Project Management capabilities
6. Customer service skills

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SPECIFIC TECHNICAL COMPETENCY REQUIREMENTS

1. Computer Competency including proficiency in Microsoft Word, Excel and Powerpoint.
2. Familiarity with data storage and analysis systems such as SPSS is an asset.
3. Familiarity with compiling and editing audio files is an asset.

OTHER REQUIREMENTS – Non Essential:

1. People living with HIV/AIDS are encouraged to apply
2. The Toronto People with AIDS Foundation is an equal opportunity employer

PHYSICAL REQUIREMENTS AND/OR ENVIRONMENTAL FACTORS

1. Work is normally performed in a typical interior/office work environment.
2. Travel may be required
3. Exposure to human bodily fluids
4. Subject/Patient Care
5. Extensive Computer Use
6. Occasional night and weekend work schedules

Please submit your resume with a cover letter outlining your interest to:

Julie Thorne
Research Co-Investigator
hiv.med.ed.research@gmail.com

Deadline: May 15, 2010