Research Assistant/Technician III
Neurology

1. JOB IDENTIFICATION:

Job Classification:	Research Assistant/Technician III
Job Title:	Research Assistant
Faculty:	Medicine
Department:	Neurology
Division:	Neurology/Multiple Sclerosis & Neuromyelitis Optica Clinical Trials Group
Position Status:	Full Time
Funding:	Grant
Full Time/Part Time:	100% FTE

2. JOB SUMMARY:

The Research Assistant/Tech. III works in collaboration with the Research Nurses, Coordinator's, Research Assistants and Secretay/Clerk (study team) to conduct clinical trials focused on supporting Multiple Sclerosis (MS) & Neuromyelitis Optica (NMO) research, with responsibilities directly related to assisting the study team with planning, organizing and running clinical trials with a focus on laboratory responsibilities.

3. ORGANIZATIONAL STATUS:

The Research Assist/Tech. reports to the MS & NMO Clinical Trials Research Manager and is responsible to the MS & NMO Clinical Trials Group Director(s)

4. WORK LOAD/ Typical Duties:

A. Responsible for subject sample collection and preparation:
- performs venipuncture for blood collection and collects urine for analysis
- performs dipstick urinalysis
- prepares, packages and sends blood samples to central laboratories located throughout North America (ambient and frozen)
- separates serum and aliquots into vials for tests and storage
- prepares slides for differential and morphology
- maintains documentation re lab samples (logs, tracking accession numbers and requisition processing)
- liaises with local specialized labs (e.g. neuroimmunology)
    - Ensures regular cleaning of lab and equipment is completed and recorded in tracking documents

B. Responsible for preparation of clinic visits for study patients:
- prepare study forms for visits (requisitions, case report forms, source documents)
- prepare and deliver laboratory and other paraclinical test requisitions
- prepare travel requisitions for subject re-imbursement
- follow up with clinics and laboratories to ensure timely collection of test results.

C. Participate in study logistics:
- assist research coordinator in maintaining regulatory files
- maintains lab documentation for local/central/satellite labs (current certifications, lab normals)
- receives lab reports and distributes to appropriate personnel, transcribes data when necessary, files reports appropriately
- monitors and maintains inventory of technical supplies (lab kits and general supplies)
- inputs electronic study data
- assist with scheduling and confirming patient appointments
- assists with preparation and creation of source documents
- escorts study patients to various departments when necessary
- assist with review and recruitment of patients for clinical trials
- maintains and transmits study logs to sponsors
- performs Multiple Sclerosis Functional Composite testing (training provided as required)
- performs Optical Coherence Tomography testing (training provided as required)
- performs other study related questionnaire and physical walk testing as needed (training provided).

5 CONSEQUENCE OF ERROR/IMPACT OF DECISIONS:

Works within well-defined guidelines and procedures, but is expected to exercise considerable initiative and judgment in establishing priorities, and carrying tasks through to completion. New or unusual problems would be referred to the Research Manager, Study Nurse or Study Coordinator (as required). Errors in this position would potentially result in incorrect data being collected on a particular study patient when related to error in form preparation or incorrect blood preparation and shipping. Subject records are highly confidential.

6. SUPERVISION RECEIVED:
Receives detailed instructions and or training during orientation and on subsequent new assignments or changes in procedures (study protocol) by MS & NMO Clinical Trials Research Manager.
and study team as required. Carries out familiar phases of the work under general supervision.

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7. SUPERVISION GIVEN:
May distribute work assignments to employees at lower classifications, and may initiate new employees into clinic routines, procedure and office equipment.

8. WORKING CONDITIONS:
The incumbent will be working in the MS Clinic and associated laboratory at UBC Hospital. He/she will be working with potentially hazardous chemicals and blood samples which must be handled carefully.

10. PERSONNEL SPECIFICATIONS
Bachelor of Science degree in Medical Technology or Medical Laboratory Technologist plus a minimum of 3 years' experience. **The incumbent requires experience in venipuncture, previous experience in a laboratory, as well as good organizational, time managementand communication skills**. TDG and ICH-GCP certifiaction and experience preffered. Previous experience working with patients in clinical drug trials, computer skills, medical terminology, biochemistry, or knowledge of multiple sclerosis are an asset.

RECRUITING RANGE:
Tech III

HOURS:
Mon-Fri (08:30 to 16:00)

STARTING DATE:
12 June 2017

GRANT ACCOUNT #: Job ID#26392

CONTACT:
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