VANCOUVER PROSTATE CENTRE
A UBC & VGH Centre of Excellence

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www.prostatecentre.com

Clinical Research Coordinator
Prostate Cancer Supportive Care Program
Vancouver Prostate Centre

The Vancouver Prostate Centre (VPC) has an exciting career opportunity for a **regular, fulltime Clinical Research Coordinator** interested in pursuing a role in research and study management.

As per the current Public Health Orders (Long Term Care/Seniors Assisted Living Provincial Health Officer Order and the Health Sector Order), as of October 26, 2021, all employees must be fully vaccinated for COVID-19. Proof of vaccination status will be required.

The Vancouver Prostate Centre

VPC has a large, multi-disciplinary research program that undertakes basic, clinic, and translational research. It is a National Centre of Excellence and a designated Centre of Excellence for Commercialization and Research. It is affiliated with the University of British Columbia and the Vancouver Coastal Health Authority.

The Prostate Cancer Supportive Care (PCSC) Program

The VPC launched the Prostate Cancer Supportive Care (PCSC) Program in January 2013, a comprehensive survivorship program for prostate cancer patients, their partners and family from diagnosis onwards. Further details on the program are available at www.pcscprogram.ca

Position Summary

The Clinical Research Coordinator is responsible for the day-to-day management of the various research studies and clinical data management. The Clinical Research Coordinator provides research support to the PCSC team and collaborators under the supervision of the Program Manager.

Typical Responsibilities

Coordinate day-to-day operations of assigned research studies from the PCSC program, duties of which may include:

- Screening and consenting patients, and serving as a point of contact for study participants
- Maintaining the accuracy, accessibility, and confidentiality of all electronic and paper study files and subject records
- Coordinating study submissions/amendments/updates to UBC REB, VCHRI, and Health Canada (if applicable)
- Administering and documenting research procedures per study protocol
- Maintaining study budgets (if required)
- Assisting in the development of research studies and grant applications

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- Organizing study update meetings, including preparing and distributing agendas and meeting minutes
- Providing study updates at PCSC team meetings
- Contributing to the preparation and submission of conference presentations, posters, or abstracts for national or international meetings
- Assisting in the development and selection of research/quality improvement materials including questionnaires, data collection tools and educational materials for the PCSC Program clinics. Conducting literature reviews for research design, assessment selection and module development options
- Assisting with the management of clinical databases, including liaising with the database developer for bug fixes and implementation of new features; conducting data quality control checks; and training new program staff on database use
- Creating SOPs, manuals, and report templates to ensure data quality
- Website and social media account management
- Providing program metrics and compiling datasets when requested by Program Manager/Medical Director
- Training and mentoring junior team members and UBC trainees
- Providing coverage for the PCSC Program Coordinator when on vacation or absent
- Assisting with annual Pacific Northwest Prostate Cancer conference and continuing medical education conferences
- Carrying out other administrative tasks as assigned by the Program Manager

Decision Making/Level of Accountability/Extent of Authority

Moderate level. Accountable to ensure studies are conducted in accordance with all applicable provincial and national medical research guidelines and laws.

Supervision Received

Works under the general direction and supervision of the Program Manager.

Supervision Given

None.

Minimum Qualifications

- Bachelor's degree in Life Sciences or Psychology. Master's degree preferred.
- Minimum of three years' relevant clinical trial, research, and project management experience, preferably in a biomedical area.
- Experience submitting ethical and regulatory applications and amendments, and preparing and updating protocols and patient information/consent forms.
- Solid written and verbal communication skills, with demonstrated expertise communicating concepts in a professional manner. Ability to maintain confidentiality

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essential.

- Ability to interact productively and professionally with a wide range of internal and external stakeholders within an interdisciplinary environment.
- Demonstrated proficiency with common computer applications, including Microsoft Office. Experience with EMR software and clinical database management software is an asset.
- Demonstrated teamwork, interpersonal, and organizational skills.
- Demonstrated initiative and willingness to learn.
- Willing and able to work evenings/weekends as required.
- Strong attention to detail.

Compensation

The salary range for this position is **$50,830 - $73,068 per annum**, plus benefits including a defined benefit pension plan, extended health and dental coverage, and paid annual vacation. Starting salary to be determined based upon education and experience.

Application Procedures

To join our team, please email careers@prostatecentre.com with subject line **Clinical Research Coordinator, PCSC** with the following items attached:

- Covering letter
- Resume

Note: Applications will be accepted until **May 19th, 2022 at 11:59pm.** We thank all applicants for their interest. However, due to the high volume of applications received, only shortlisted candidates will be contacted. No phone calls please.