

Royal Columbian Hospital Foundation
Clinical Research Coordinator/Research Facilitator

THREE YEAR TERM POSITION: October 2018 TO MAY 2021 (WITH POSSIBILITY OF EXTENSION)

The Royal Columbian Hospital provides specialized care for cardiac services, trauma, neurosciences, high-risk maternity and neonatal intensive care for some of the most seriously ill and injured people from across British Columbia. Located at the heart of one of the fastest growing health regions in Canada, the hospital serves a population of more than 1.8 million people (one in three British Columbians). Royal Columbian Hospital is also a UBC teaching hospital with a Clinical Academic Campus.

Building on a strong tradition of caring and community support, the Royal Columbian Hospital Foundation (RCHF) was established in 1978 to raise funds for the hospital's first CT Scanner. Today, the Foundation is an independent charitable organization that raises millions of dollars each year to fund major projects, priority equipment needs, facility enhancements, research, education and innovation at RCH.

The Royal Columbian Hospital is about to embark on one of the most ambitious hospital redevelopments in Canadian history. This redevelopment goes beyond rebuilding a hospital. It is transformational. It will revolutionize the way we deliver care to our patients by creating a world-class, state-of-the-art hospital that provides uncompromising care.

Reports to: Director of Special Initiatives, Royal Columbian Hospital Foundation (RCHF) and supports the objectives of Council for Advancement of Research Efforts (CARE) under the guidance of the Chair of CARE.

Overview:

Supporting the Vision, Values, Purpose and Commitment of Royal Columbian Hospital

The Clinical Research Coordinator/Research Facilitator is an operational leader role, responsible for ensuring that the day to day operations for research at the Royal Columbian Hospital.

Qualifications:

- Qualified by training and/or related experience in a clinical research capacity.
- A minimum of six years of related experience in clinical research.

Job accountabilities

1. In consultation with the Chair of CARE and the CEO of RCHF, establishes annual deliverables, process and promotional plan for access to position (subject to endorsement by CARE committee).
2. Leads the promotion, management, support and execution of research within RCH, from basic science up to and including clinical studies.
3. Develop overall implementation, communication and evaluation work plans to ensure alignment with the Year 1, Year 2 and Year 3 targets for this three year position.
4. Plays an active strategic role in the development of new relationships with those who conduct research within RCH, including but not limited to academic researchers, RCH researchers, industry and

other parties with similar interests.

5. Implements a clear pathway for affiliated academic researchers and researchers to provide the most effective and efficient support throughout the research approval and implementation process, including processes for obtaining research ethics approval, obtaining access to data and research-related services provided by RCH/Fraser Health departments and the provision of research development support for obtaining funding and developing research projects.
6. Ensures research teams are trained in the conduct of research and in knowledge translation skills. Consults with research teams or individuals conducting research to plan and develop the research projects, including formulating research questions from concept to protocol. Ensures that all research adheres to Fraser Health research-related policies, Health Canada Regulations and all Provincial and Federal Privacy policies.
7. Tracks and reports research activities in accordance with the CARE plan.
8. Ensures resources are in place to implement research studies at RCH.
9. Coordinates team activities: training, mentorship and guidance.
10. Sources and coordinates third party vendors in support of research, negotiates contracts, defines scope of work and manages deliverables.
11. Works collaboratively with the Chair of CARE (i.e. providing regular updates on activities), ensuring timely notification of issues or problems, and collects feedback both from internal and external project team members.
12. Performs other duties as required.

Professional/Technical Capabilities:

- Experience in developing research ethics applications, study protocols and grant applications.
- Demonstrates understanding/training on the research ethics process, research integrity, completion of the Tri-Council Policy Statement 2 (TCPS2) training and other research regulations
- Experience within a regulatory environment compliant with current privacy and ethical best practices in the conduct of human research
- Knowledgeable in Regulations and guidelines that govern the conduct of high quality health research including Good Clinical Practice and Health Canada Division 5
- Proficient use of MS Word, Excel, Power Point and Outlook.
- Experience working on various types of clinical research projects
- Ability to maintain accuracy and attention to detail and compose clear, concise correspondence and presentations
- Ability to analyze problems, identify key information and issues, and effectively problem solve
- Skills in developing training programs and training personnel
- Ability to set priorities and organize workload, achieving results within acceptable timeframes, taking into consideration changing priorities
- Ability to work both independently and within a team environment
- Certified Clinical Research Professional (CCRP) or similar preferred
- Proactively self-promote including but not limited to evaluation of learning needs, setting personal goals for personal growth.

HOW TO APPLY

If you are interested in the position and have questions please feel free to call our CEO. Please send your CV and cover letter to Stacey.Fujimoto@fraserhealth.ca. Posting will remain open until filled. While we thank all applicants for their interest, only short-listed candidates will be contacted.