

JPD Number:	NURS145
Job Title:	Research Coordinator (Dr. Shane Sinclair)
Date:	9/20/2016
Faculty/Admin Area:	Faculty of Nursing
Department/Unit:	Dean's Office (29010)
Job Family (proposed):	Specialist/Advisor
Development Phase (old) :	Phase II

Nature of the Work: *(To whom position reports, complexity and amount of work/peak periods, other conditions: eg shift work, callout dangerous or stressful conditions etc):*

- This position reports directly to Dr. S. Sinclair, Assistant Professor Faculty of Nursing at the University of Calgary.

The quality of work varies with job stressors being moderate and including deadlines and exquisite attention to detail. In addition, The Research Coordinator will be required to work Monday to Friday, 35 hours per week. The primary project associated with this position is a 4 year, multi-centre CIHR funded study focused on the development and validation of a compassionate care measure. This position will be responsible for managing the entire project, overseeing all research activities in Calgary and providing oversight and liaising with research assistants at other sites including REB approvals, institutional contracts, developing training materials on study implementation, managing and cleaning data from other sites and insuring timelines and recruitment targets are met. The position will also provide general-limited support as needed to other projects and administrative duties in Dr. Sinclair's research offices. The work environment requires time spent at a computer, on the telephone, and travel to attend meetings or local site visits.

The position requires knowledge of mixed methods protocols and protocol implementation. Experience and expertise in survey design and administration; data management and cleaning; and coordination of mixed method studies is an asset. The project requires considerable independent judgment and decision-making in day-to-day operations. Decisions will be guided by study protocols and guidelines; however, it is expected that the incumbent will make recommendations to improve efficiency and mitigate challenges. The incumbent will work through the methodology and tasks associated with the various stages of the research project to insure targets are met, and will involve qualitative interviewing, survey administration, meeting coordination, writing, development of data dictionaries and liaising with statisticians. This position also requires independently knowing where to look for information, and contributing to discussions about solutions to complex problems in a team setting. The work requires a high degree of accuracy, and the ability to re-prioritize tasks in order to meet deadlines. The

incumbent must also be able to work with diverse teams of researchers and clinical collaborators with varying levels of experience to ensure equitable involvement, generate enthusiasm, and learning throughout the research processes.

This is a full time Fixed Term position and is a part of the AUPE bargaining unit. The normal work day is 7 hours per day, five days per week (Monday – Friday). Additional hours during the evenings and/or weekends may be required from time to time.

Primary Purpose of the Position: *(Key purpose, functions, roles):*

- The primary purpose of the position is to coordinate a 4 year CIHR funded study entitled, Development and Validation of a Patient-Reported Measure of Compassionate Care. Key research coordination functions include, but are not limited to, the start-up and continued efficient running of this study. This includes reporting on the budget to Dr. Sinclair, scheduling and managing meetings with relevant stakeholders, performing preparatory work including coordinating ethics approval and institutional contracts for the participating sites, liaising with the sites to help develop the program material (preparing protocols, questionnaires and data entry forms), collecting data, liaising with a Patient Advisory Panel; generating required reports to CIHR. During the trial the incumbent will liaise with participating local sites (acute, homecare, residential, hospice) to assist with implementation and coordinate the various ongoing aspects of the trial, including qualitative interviewing, survey administration, ensuring all the sites have the necessary materials and documentation, troubleshooting any difficulties with data collection, and ensuring clear communication between the study team members (including arranging meetings, teleconferences and webinars). The incumbent will manage each stage of the grant including but not limited to, facilitating an item development meeting, the development of a table of specifications, content validity index and survey development, data cleaning and storage. The incumbent will assist with collation and checking of data, and preparation of manuscripts, presentations, and other communication materials.

Qualifications/Expertise Required:

- Graduate degree, preferably in health care, psychology or health sciences and a minimum 2-3 years experience in a research environment
- Experience with mixed methods research processes including budget analysis and reporting
- Strong communication skills, both verbal and written
- Experience managing relationships with various stakeholders
- Supervisory experience with coaching, mentoring, performance and attendance management is preferred
- Experience in measure development and evaluation would be an asset
- Experience with project management methodologies, processes, standards and policies
- Knowledge of research project life cycle
- Proficient with computer systems, especially Microsoft Office Suite
- Proficient with data entry into, and analyses with SPSS
- Ability to work well under pressure, multitask, time manage and re-prioritize tasks

- Excellent problem-solving and critical thinking skills
- Excellent interpersonal, written and oral communication skills
- Analytical reasoning skills and decision making skills
- Experience with survey software would be an asset
- Experience with conducting interviews an asset
- Proficient report and manuscript writing skills would be an asset
- Ability to adapt and be flexible in a changing environment
- Local area and limited national travel is a requirement of this position

Accountabilities/Tasks and Duties: *(Results and outcomes expected when roles are carried out successfully, with supporting details on how results are accomplished):*

- Administrative duties applicable to project:
 - Coordinate the timely preparation of submissions to the Research Ethics Board (CHREB), including annual and final reports
 - Securing institutional contracts between the University of Calgary and secondary sites
 - Entry of expense reports for Dr. Sinclair
 - Administrative duties related to hiring research assistants and postdocs
 - Maintain competency in skills as required by identifying own learning needs and pursuing appropriate learning activities

Research Coordination:

- Liaison between project stakeholders (UofC, University of Manitoba, Trinity Western University)
- Liaise with Dr. Sinclair and Local PIs and research staff to clarify information, tasks, or deliverables
- Participate, provide ideas and engage in project meetings
- Troubleshoot project setups and implementation with participating sites
- Ensure project reaches stated goals in a timely fashion (manage the project milestones and timeline)

Financial/Budget Responsibilities:

- Monitor project budget with Dr. Sinclair; responsible for reporting on the budget status to Dr. Sinclair monthly
- Draft budget section for quarterly and annual reports

Research & Data Analysis:

- Be present in all stages of projects including data collection, entry and cleaning, and analyses of qualitative research analysis strategies and conduct analysis of qualitative and quantitative data

- Write reports, manuscripts and presentations for stakeholders, participants, funding agency etc.
- Participate in regular team meetings
- Maintain accuracy when filing, sorting, checking and maintaining research participant records
- Compile, draft and maintain correspondence, spreadsheets, reports, and presentations
- Scan surveys using appropriate software and verifying data
- Work collaboratively and interact respectfully and persuasively with others
- Assist to maintain fidelity with protocols for the research project

Leadership:

- Be a contact point for protocol implementation to local and multi-site coordinators, research team staff, and stakeholders.
- Manage, participate in and support standardized training for secondary site coordinators and local clinical leads training for all aspects of the project
- Exhibit characteristics of a professional, concerning proper attire and conduct
- Reconcile differing perspectives, develop consensus, and secure cooperation and support from stakeholders and team members

Other:

- Complete assigned and scheduled tasks under own initiative with limited direct supervision
- Other duties as required

Occupational Health & Safety -

- Understands and complies with the requirements of the University's Occupational Health and Safety Policy
- Has knowledge of and understands the expectations of the University's Occupational Health and Safety Management System (OHSMS) and applicable Faculty/Departmental/Unit specific health and safety policies and procedures
- Ensures that all work conducted is in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code and other health and safety legislation as applicable

Core Competencies

The University has established 8 core competencies that flow from its mission and values. Competencies define the behaviours, knowledge and skills important for University of Calgary staff. Further information about the 8 competencies, and detailed definitions can be accessed on the Human Resources website <http://www.ucalgary.ca/hr/>, or through contacting Human Resources.

Each of the 8 competencies is important for staff at the University. Applying relative weightings to them identifies which of the 8 are especially important for a particular position. Relative weightings assist with selection and performance development processes. Most job profiles have

up to 3 competencies selected as having CRITICAL IMPORTANCE, with the rest being selected as having CORE IMPORTANCE.

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COMMUNICATION: Ability to share information in an effective and collaborative manner.

FLEXIBILITY: Ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation.

INNOVATIVENESS/INITIATIVE: Ability to be creative, challenge and demonstrate initiative to generate improvements and foster positive outcomes.

KNOWLEDGE AND TECHNICAL SKILLS: Ability to demonstrate proficiency in technical and job knowledge aspects of the position to achieve a high level of performance. An ability and desire to continuously learn.

LEADERSHIP: Ability to achieve positive outcomes by encouraging, supporting, coaching, developing and mentoring others.

PERSONAL EFFECTIVENESS: Ability to demonstrate respect, dignity and integrity in interpersonal relationships and to demonstrate positive personal coping and wellness strategies.

TEAMWORK: Ability to function effectively in team situations both within and across departments and other organizations to achieve optimal collective results.

UNIVERSITY UNDERSTANDING: Ability to demonstrate effectiveness within the University environment and demonstrate an understanding of the University context.

Staff Member: _____ Date (yy-mm-dd): _____
Team Leader/Supervisor: _____ Date (yy-mm-dd): _____
Dean/Director (optional): _____ Date (yy-mm-dd) _____