



## Job Posting

<b>Job ID:</b>	7119	
<b>Location:</b>	Kelowna - UBC Okanagan	
<b>Employment Group:</b>	Management&Professional (AAPS)	
<b>Job Category:</b>	Research & Facilitation	
<b>Classification Title:</b>	Research&Facilitation, Level B	
<b>Business Title:</b>	Research Coordinator - BC site	
<b>Department:</b>	UBCO-FacofHealth&SocialDevlmnt	
<b>Salary:</b>	\$55,187.00 - \$66,252.00 (Annual)	
<b>Full/Part Time:</b>	Full-Time	
<b>Desired Start Date:</b>	03/01/2010	
<b>Job End Date:</b>	02/28/2012	
<b>Funding Type:</b>	Grant Funded	
<b>Closing Date:</b>	02/24/2010	<b>Available Openings:</b> 1

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### Job Summary

This is a two year grant funded full time Research Coordinator (RC) position reporting to the Project Manager and British Columbia (BC) Principal Investigator of the Older Persons' Transitions Care (OPTIC) research project. The RC will focus on the implementation of a study that is taking place in two Canadian provinces. The incumbent will be primarily responsible for data collection in Kelowna, BC and as such is expected to exercise initiative, independence and tact in the field while working directly with administrators, professionals, residents, resident families and staff at long term care centres (nursing homes), Emergency Medical Services, and Emergency Department. Responsibilities of this position also include facilitating communications within the BC team and coordinating the work of the BC team with Alberta collaborators; providing regular progress reports, participating in data analysis, preparing reports, and other duties as required.

### Organizational Status

The RC will report directly to the BC Principal Investigator (Dr. Colin Reid).

### Work Performed

Provides leadership in developing, designing, and implementing data collection protocols, research methods and standards in consultation with the UBC Principal Investigator, Project Manager (at the University of Alberta), Provincial Lead Investigators and Committee Chairs.

Develops and coordinates implementation and refinements of data collection tools (e.g. questionnaires, recruitment materials) and protocols.

Collaborates with others to support meeting the objectives of the OPTIC project, by establishing effective communication with the research team, provincial leads, co-investigators, participating collaborators from the health regions, and facility staff.

Collects data by obtaining informed consent, conducting open-ended, audio-taped interviews with participants recruited to the study and keeping field notes of these interviews (interviews may be face-to-face, individual or group).

Prepares field notes, recruits, tracks, and enters detailed quantitative data into web based database.

Coordinates all organizational aspects of data collection and management of data collected in BC.

Works in co-operation with members of the research team and provides regular reports of progress with data collection and analysis.

Organizes and participates in meetings of the research team.

Participates in qualitative data analysis by coding and interpreting narrative data to identify themes.

Prepares reports to be shared with members of the research team and participating agencies, and for publication.

Develops materials for dissemination of findings (e.g. summaries of findings for participants and community collaborators, PowerPoint presentations; reports for website and newsletters).

Builds and maintains a network of contacts in support of the development and progress of the research team.

Ensures compliance with Tri-council and University policies as well as prepares facility operational approval applications and ethics renewals as required.

Provides administrative support to the committees and working groups.

Performs student and other employee supervisory duties as required

Performs other related duties as required.

### **Supervision Received**

The work will be carried out under the supervision of the Principal Investigator. The incumbent will be provided with orientation and training. The Principal Investigator will review the RC's work from time to time to ensure that it meets the expected standard. The incumbent will work under "minimal supervision" circumstances.

### **Supervision Given**

Supervision of a student and another research assistant will be required.

### **Consequence of Error/Judgement**

Errors in the RC's work will hold serious consequences for the timeliness and quality of the research project. Failure to clearly represent and communicate the work of the research team could result in severed relationships with clinical partners, decision makers, and funding agencies. The work of the RC must be completed at a high level of accuracy and efficiency.

### **Qualifications**

Undergraduate degree in a Health or Social Science discipline, plus a minimum of three years combination of research and clinical experience is required. Experience in working with multi-disciplinary investigative multi-site research teams, and education/training in qualitative and quantitative methodologies is required. Experience and knowledge of long term care and/or emergency care preferred. Experience in recruitment of participants and conducting interviews and surveys. Excellent organization skills and ability to set priorities and deal with multiple tasks. Must display initiative, adaptability, flexibility, good judgement and a creative approach to problem solving. Proficient in a Windows 2007 platform computer environment with a working knowledge of various programs and information skills, including Microsoft Office applications (Word, Excel, Powerpoint, and familiarity with Nvivo). Ability to work under limited supervision. The RC is expected to anticipate and identify administrative and resource problems and to recommend appropriate solutions to the Project Manager.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. UBC is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of ideas. Canadians and permanent residents of Canada will be given priority.

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