Provincial Job Description

TITLE:
(528) Clinical Research Assistant

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

The Clinical Research Assistant is responsible for facilitating the conduct of clinical research involving human subjects under the general direction of a Principal Investigator (PI) and the Provincial Leader of Clinical Trials. This includes ensuring research trials are conducted efficiently, accurately and in compliance with Good Clinical Practice (GCP) guidelines and all applicable legislation. Ensures that all grant application submissions, safety alerts and other required submissions are properly documented/submitted in a timely manner.

QUALIFICATIONS:

- **Baccalaureate degree in a health-related science**

KNOWLEDGE, SKILLS & ABILITIES:

- **Ability to effectively analyze information, problems, situations, practices or procedures.**
- **Advanced knowledge of basic research principles involving human subjects.**
- **Ability to manage multiple tasks in various stages of completion according to priorities.**
- **Intermediate computer skills.**
- **Organizational skills.**
- **Communication skills.**
- **Interpersonal skills.**
- **Ability to work independently.**
- **Valid driver's license, where required by the job.**

EXPERIENCE:

- **<u>Previous:</u> Twelve (12) months previous clinical research experience in an environment involving direct patient care.**

KEY ACTIVITIES:

A. <u>Administrative Support</u>

- **Assists researchers, physicians, nurses, pharmacists with trails and acts as a liaison concerning all aspects of trial management including recruitment of study participants, data collection and source documentation.**
- **Maintains all protocols relating to revisions of study design, protocol forms, drug information etc.**
- **Ensures all contracts, supplies and drugs are in place prior to initiating a study.**
- **Designs, develops and maintains study worksheets and source documentation tools.**
- **Obtains and submits biological specimens according to customs and government regulations.**
- **Monitors study compliance and meet with study sponsors during visits to review study compliance and assist in resolving any outstanding issues or findings.**
- **Maintains accurate patient logs, active patient lists, and annual regulatory requirements on all studies.**
- **Coordinates audits conducted by the Cooperative sponsor groups.**
- **Provides statistical reports as required.**

B. <u>Data Collection Management</u>

- **Performs literature reviews.**
- **Compiles data utilizing various computer software programs.**
- **Administers data collection tools, scores and interprets statistical analysis.**
- **Collaborates with diverse stakeholder groups to promote and carry out research activities.**
- **Interacts with patients as required to obtain or convey information regarding study or procedures and to collect data for follow up.**
- **Provides study information to patients and families as required or requested.**

C. <u>Education</u>

- **Assumes an active role in attending meetings and conferences that contribute to continuing education.**
- **Assists in the continuing education of study staff and affiliated unit/department involved in the research study.**
- **Provides training (instruction, work audits, etc.), leadership and guidance to new staff.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:	***SEIU:***
SGEU:	***SAHO:***

Date: December 15, 2020