

# POSITION DESCRIPTION

## RESEARCH COORDINATOR

### OPERATIONAL STRESS INJURY CLINIC

<b>DEPARTMENT</b>	Operational Stress Injury Clinic	<b>UNION</b>	MAHCP
<b>SUPERSEDES</b>	November 2006		
<b>EFFECTIVE</b>	September 2008		
<b>CLASS</b>	A315	<b>SAP JOB CODE</b>	30003920

#### POSITION SUMMARY

Directly accountable to the Manager of the Operational Stress Injury (OSI) Clinic, the Research Assistant coordinates and implements all aspects of the OSI Clinic research projects (including: planning, project management, data collection, entry, analysis and reporting), maintains data and reporting systems related to utilization, quality, and accreditation and manages the clinic library.

Performs all duties in accordance with established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per safe work procedures). Notifies the Manager or their designates (i.e. supervisors) of all occurrences, injuries, illnesses or safety and health concerns which are likely to harm themselves, their co-workers, or any others who enter the premises.

#### SUMMARY OF QUALIFICATIONS

##### Education

- Bachelor's degree in a relevant field is required - Master's preferred.
- A certificate in Clinical Research with relevant work experience is also acceptable.

##### Experience

- Training and experience in the use of quantitative and qualitative research methods.
- Experience in study design and research coordination.
- Experience conducting literature searches and analyses.
- Familiar with electronic search resources.
- Experience using statistical software is required.

##### Knowledge

- Key knowledge areas:
  - The organization and execution of clinical research in a hospital setting.
  - Statistical analysis of research data.
  - Methods of literature search and the resources for doing so.
  - Health care quality management processes.
  - General knowledge of mental health.
- Demonstrates knowledge and support of:
  - The vision, values, goals, and objectives of the Winnipeg Regional Health Authority and the Deer Lodge Centre.
  - The Deer Lodge Centre's Mission Statement, Residents Bill of Rights and Code of Conduct.
  - The Personal Health Information Act, Protection of Persons in Care Act, Workplace Hazardous Material Information System (WHMIS), Principles of Routine Practices (Universal Precautions) and other legislated acts.

##### Abilities and Skills

- Ability to review and communicate complex topics in clinical research to expert and non-expert audiences.

- Ability to manage critical aspects of research projects such as recruitment of subjects and accessing diagnostic resources.
- Excellent computer skills, including proficiency in Word, Excel, and Statistical Package for the Social Sciences (SPSS).
- Excellent organizational skills and the ability to work independently.
- Familiar with other statistical software as needed.

## STATEMENT OF RESPONSIBILITIES

### Financial Management

- Monitors project budgets and maintains financial records.

### Leadership

- Plans and manages several concurrent research projects.
- Maintains a schedule of standard reports to be issued on clinical, research, and administrative issues, and provides support to staff responsible for those reports.

### Professional Responsibilities

- Research (In collaboration with the principal investigator.):
  - Creates timelines and work plans for concurrent projects.
  - Uses various methods to collect data including: conducting telephone surveys and face-to-face interviews, organizing and facilitating focus groups, acquiring field data and making/noting observations and collecting data from secondary sources.
  - Enters study data in an appropriate database.
  - Maintains data in a secure, organized fashion.
  - Conducts both qualitative and quantitative analyses.
  - Completes basic analysis, such as descriptive statistics and basic comparative analysis.
  - Consults with contracted statisticians for more complex analysis.
  - Completes preliminary project reports for funding agencies, and participates in drafting manuscripts for publication. Works with OSI Clinic staff to disseminate results to the community and other partners.
  - Participates in public speaking events to promote the clinic's research activities.
- Library (In collaboration with the University of Manitoba Library staff):
  - Coordinates and promotes the clinic's library, and maintains general knowledge of the contents of the collection.
  - Sources and recommends new acquisitions.
  - Logs/assigns library tracking system.
- Utilization and Quality (In collaboration with Operational Stress Injury Clinic Manager):
  - Provides organizational support to accreditation and related quality activities.
  - Maintains familiarity with Canadian Council on Health Services Accreditation (CCHSA) standards for psychiatry, psychology, mental health, and the Canadian Forces Health Services.

### Quality Improvement

- Ensures compliance with Deer Lodge Centre and University of Manitoba policies and procedures, including ethics and confidentiality.
- Adheres to all safety and health regulations and safe work practices.
- Seeks to improve processes within the scope of responsibility.
- Familiar with relevant CCHSA standards.

### Other Responsibilities

- As assigned.

## **POSITION ELEMENTS**

### **Environmental Conditions**

- May be required to work extended hours.
- May involve exposure to disease, radiation, toxic materials, noise, allergens, etc.
- May encounter aggressive and/or agitated patients/residents/staff/visitors.

## **AUTHORIZATION**

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**Senior Manager**

**Date**

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**Human Resources Director**

**Date**