the CTN CIHR Canadian HIV Trials Network | le Réseau Réseau canadien pour les essais VIH des IRSC

CHÉOS Centre for Health Evaluation & Outcome Sciences

Job title:	Project Manager
Departments:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at the Providence Health Care Research Institute (PHCRI)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	Salary commensurate with experience
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time
Term:	Two years, renewable
Possibility of Extension:	Dependent on grant funding
Application Closing Date:	Extended to May 5, 2017
How to Apply:	Interested candidates should email their resume with cover letter to hr@cheos.ubc.ca

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Job Summary

This position represents a core functional role for the department and facilitates the organization and conduct of clinical trials, studies or projects (collectively referred to as projects in this document) for which the department assumes the responsibility for study management or assists in study management. Depending upon the project assigned to the Project Manager and our deliverable for the project, the incumbent may supervise the implementation, day-to-day management, tracking of deliverables and close-out of clinical trials/studies to ensure that study protocols are followed and GCP guidelines are maintained, or in some instances, the incumbent may only act as the internal point of contact to ensure timelines are monitored. To achieve these responsibilities, the Project Manager acts as the resource person for problems and/or questions relating to the project. In addition, the Project Manager coordinates and triages communication between the principal investigator, satellite sites, participating pharmaceutical companies, the regulatory authorities, internal stakeholders (this includes any internal employee assigned to work on the project) and departments and auxiliary participants (e.g. outside research managers, labs, study monitors, community physicians, etc.). The Project Manager works closely with CHÉOS/CTN staff including physicians, epidemiologists, research nurses, research coordinators and assistants, data managers, biostatisticians, graduate students and fellows.

Located at St. Paul's Hospital, CHÉOS is an interdisciplinary collective founded to pursue excellence in health outcomes research. In addition to conducting its own research, the Centre's other primary function is to offer methodological expertise to other researchers, including assistance with study design, statistics, health

economics, data management, and grant facilitation for both health outcomes research and clinical trials. The Centre consists of 45-50 faculty members and 130-150 staff and research personnel. The Centre also currently manages three staffed, off-site research offices across the province.

The CTN is an innovative partnership of clinical investigators, physicians, nurses, people living with HIV/AIDS, pharmaceutical manufacturers and others that facilitate HIV clinical trials of the highest scientific and ethical standards. Established in 1990 as a cornerstone of the federal AIDS Strategy, the CTN is funded by the Canadian Institutes of Health Research (CIHR), and jointly sponsored by the University of British Columbia (UBC) and St. Paul's Hospital (Providence Health Care) in Vancouver.

Work Performed

- Actions necessary for implementation of a project for which CHÉOS/CTN has management or contracted responsibilities; may include, but are not limited to: assisting in the review and amending of protocols; preparing a manual of operations; writing or ensuring that monitoring, data management, statistical, recruitment, and other plans as necessary (e.g. communications) are completed by the appropriate personnel; creating and maintaining a simple project plan and reporting milestones as required; collecting sponsor regulatory documents; collecting Serious Adverse Event (SAE) reports; documenting protocol exemptions and deviations; assisting in the writing and tracking of protocol amendments and the filing of these documents in a central file. In addition, the incumbent may be required to perform research study coordinator tasks within Providence Health Care facilities.
- Operational issues may involve but are not limited to: continual upkeep of patient pre-screening; screening; randomization lists and other participant status lists; providing guidance or triaging questions about inclusion and exclusion criteria; definition of adverse events; shipment of investigational supplies; and providing guidance about shipping biological specimen.
- The incumbent may be responsible for the establishment, management and oversight of Gantt charts (as required), updating project timelines by liaising with project personnel and key performance indicators (KPI's) with site, investigators and internal departments such data management.
- Organize and prepare agendas and meeting minutes with project teams (internal and external), as required.
- Plan and organize training programs for clinical research personnel and site monitors.
- Train and liaise with study site monitors, whether provided by the sponsor or sub-contracted by CHÉOS/CTN. For selected projects, the Project Manager may act as a site monitor. Activities will consist of supporting the planning and execution of monitoring visits, including the provision of a confirmation letter, report writing, reviews and ensuring any necessary follow-up activities are completed within a timely matter.
- Liaise with the data management personnel and Principal Investigator (or staff delegated to this task) to plan team meetings to assist in the creation, production, and distribution of case report forms and to liaise with internal personnel to monitor participant accrual by the participating satellite centers. The Project Manager should proactively work with internal and external personnel to monitor recruitment and update recruitment plans as required. In addition, the Project Manager will liaise with data managers to review other data management reports, as necessary.
- On occasion, the Project Manager may act as liaison between the Principal Investigator, the Chief Clinical Research Officer and the third party funding source and/or contracts office.
- The incumbent may be assigned additional related duties from time to time as required by the Chief Clinical Research Officer. The incumbent may also be asked to sit on special project committees.

Supervision Received

Reports to the Chief Clinical Research Officer.

Supervision Given

This position does not include supervision of other staff.

Consequence of Error/Judgement

Errors or indiscretions would jeopardize the reputation of the Centre/Network and its relationships with partners and faculty. Errors in the management of projects could have serious financial impact not only on the department that the work is being completed for, but for the University as a whole. The loss of funding to the University is an additional potential consequence of any such error.

Working Conditions

The applicant will be working in CHÉOS/CTN located at St. Paul's Hospital. The incumbent will be provided with appropriate work space.

Qualifications

Master's degree in a relevant health discipline or equivalent work experience in the field, PMP certification and clinical research professional certification (SoCRA or ACRP) are preferred. Experience in clinical trials or related project management work is required. An understanding of research methodologies and project protocol requirements, including ethical conduct and standard operating procedures, is required. Excellent interpersonal, communication, presentation and project management skills are required, including an ability to tactfully ensure project deliverables are obtained from personnel who are not employed or managed by CHÉOS/CTN. Experience dealing with crises, short deadlines and sensitive public health, and clinical research issues. Innovative, creative thinking and logical approaches to problem solving are also necessary. Evidence of self-directed, self-motivated and independent work skills are required. An ability to develop, prioritize, implement and oversee multiple time-sensitive projects is required. Ability to travel as may be required from time to time (<30%).

CHÉOS and the CTN hire on the basis of merit and are committed to employment equity. All qualified persons are encouraged to apply. CHÉOS/CTN are strongly committed to diversity and 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.

Only candidates shortlisted will be contacted.