



CHÉOS

Centre for Health Evaluation
& Outcome Sciences

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Job title:	Research Assistant
Department:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) at the Providence Health Care Research Institute (PHCRI)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	Salary commensurate with experience and qualifications
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time
Term:	1 year, renewable
Possibility of Extension:	Dependent on grant funding
Application Closing Date:	Position open until filled
How to Apply:	Interested candidates should email their resume with cover letter to hr@cheos.ubc.ca . Only applications following this process will be reviewed.

Job Summary

We are seeking a highly motivated and experienced Research Assistant to contribute to an exciting multicenter study, and St. Paul's Hospital is the Vancouver site.

The aim of the study is to reduce inappropriate medication use amongst hospitalized patients using a novel electronic tool. The study will take place on the clinical teaching units (CTUs) of eleven health centres across Canada, including St. Paul's Hospital. This study is federally funded by the Canadian Institutes of Health Research.

The Research Assistant works closely with CHÉOS 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 55-60 faculty members and 130-150 staff and research personnel.

Work Performed

The Research Assistant's primary responsibility will be to contribute to data collection with the MedSafer electronic tool. The Research Assistant will work with the CTU team of doctors, nurses and pharmacists to identify patients eligible for the study, review their medical charts and enter past medical history and other information into the software, maintain patient lists, and communicate with the study team. The Research Assistant will have to complete the Research Ethics Board TCPS2 Tutorial and sign a Confidentiality Agreement.

Specific responsibilities include the following:

- Review admissions each day to the CTU for potentially eligible patients;
- Review medical charts and enter patient medical information into the electronic tool on a daily basis;
- Liaise with the medical teams to be introduced to eligible patients in order to approach them for consent to participate in the study follow-up telephone call;
- Data entry as per established protocols;
- Maintain separate list of all patients with their initials, medical record number, and other research related records securely;
- Participate in study team meetings and phone calls;
- Participate in other aspects of the study as needed, including, but not limited to, study documentation, data entry, and coordination of team meetings.

Supervision Received

The position reports to Dr. Anita Palepu, Principal Investigator, and Dr. Nadia Khan, Co-investigator. Works under general supervision in carrying out familiar duties and responsibilities; receives instructions during orientation and on subsequent new assignments or changes in procedures.

Supervision Given

This position does not include supervision of other staff.

Consequence of Error/Judgement

The Research Assistant works within well-defined guidelines and procedures, but exercises judgment in establishing priorities and carrying tasks through to completion; new or unusual problems are referred to supervisor(s). The Research Assistant is required to conduct all research activities in an ethical manner and with adherence to the Tri-Council Policy Statement concerning Ethical Conduct for Research Involving Humans. Any procedures or data recorded must be accurate and must accurately reflect the work performed. Strict confidentiality must be adhered to at all times. Inadequate documentation, organization, communication, and planning may adversely affect the image and reputation of CHÉOS, individual investigators, their respective Faculties or PHCRI. Error would be associated with the loss of investigator productivity and the potential loss of grant funding.

Working Conditions

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

Qualifications

- Bachelor's degree in Science (or Arts and Science) is essential;
- Previous experience working in research and in a health care setting is ideal but not required;
- Capacity to work in a collaborative and dynamic team environment;
- Excellent communication skills;
- Aptitude for accuracy and attention to detail;
- Ability to gather, record, and organize information;
- Intermediate level skills in MS Word, MS Excel, and MS PowerPoint;
- Fluent in spoken and written English.

CHÉOS hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. CHÉOS is 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.