QUEEN'S UNIVERSITY SUPPORT STAFF
POSITION SUMMARY

DEPARTMENT: Department of Family Medicine-Centre for Studies in Primary Care

POSITION NUMBER: 19453 001 INCUMBENT: _____

TITLE: Research Associate GRADE: ___7_____

GENERIC POSITION CLUSTER: _NAS7_____

JOB SUMMARY:

Reporting to the Research & Programs Manager the Research Associate will provide assistance by working as an integral member of a team in the conduct of research studies conducted by the Centre for Studies in Primary Care (CSPC). Responsibilities will include; submitting research ethics applications, physician and patient recruitment, patient enrolment and consenting, extracting data from EMRs, Chart review and data extraction, literature review and reporting, , data collection, data entry, data processing and descriptive analysis. The Research Associate will also, participate in special projects as assigned Research & Programs Manager and this may include updating the CSPC website.

KEY RESPONSIBILITIES: (list the 5 main duties and responsibilities)

1) Assist in seeking ethics approval for studies assigned, and prepare study related documents under the direction the Research & Programs Manager.

2) Assist in the coordination and conduct of research studies by recruiting physicians and patients to research studies assigned. This will also include, data extraction from EMRs, Chart review and data extraction, conducting patient consent and verifying eligibility according to protocols.

3) Review scientific literature and provide reports, review patient chart and supporting documentation, analyzing and interpreting medical data on assigned projects. May also undertake more descriptive analysis under direction.

4) Conduct data entry and maintain a coherent and consistent database for each assigned research study. Prepare reports of findings for final presentation and publication.

5) Provide support to the Research & Programs Manager, Principal Investigator, Co-Investigators, and other team members, and ensure research study records are Maintained, filed, and stored appropriately.

REQUIRED QUALIFICATIONS: (formal training, experience, special skills)

Education: Bachelor's degree in Health Sciences required. Master degree in health science or health policy is preferred. Consideration may be given to and or equivalent combination of education and experience in a medical research setting.

Experience: Minimum of 1-2 years relevant experience in one or more of the following: clinical research methodology, family medicine, health sciences, qualitative research, or nursing.

Or equivalent combination of education and experience.

SPECIAL SKILLS:

- Experience with EMR data extraction and chart review.
- Good computer skills, with knowledge of MS Word, Excel, Access, PowerPoint, and the Internet.
- Strong communication skills (verbal and written).
- Good organizational skills, attention to detail with a high degree of accuracy.
- Excellent interpersonal skills to deal with patients, and outside medical clinics.
- Good judgement; proven ability to work well as an integral part.
- Good ability to work within and adjust to shifting timelines.
- Multi-tasking abilities
- Willingness to learn

DECISION MAKING:

- Determines subject enrolment and eligibility
- Based on study methodology, interpret policy or analyse procedures and recommend changes or amendments as required
- Makes recommendations to ensure that databases remain current and up to date
- Decide which data/literature will be analyzed based on study parameters.
- Make recommendations regarding content and format for final presentations

	Yes	No
1. Is this position technical in nature in a lab or lab-related area?		√
2. Does this position support a research project? If yes, name of project		√
3. Does this position report directly to a Principal Investigator (PI)? If yes, name of Principal Investigator _____	☐	√

SIGNATURES:

_____ Jyoti Kotecha-Research &Program Manager -CSPC
Incumbent Supervisor

_____ Dr Richard Birtwhistle
Department Head

_____
Date: