

## Job Description



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<b>Job Title:</b>	Research Assistant
<b>Department:</b>	Centre for Ocular Research and Education
<b>Reports To:</b>	CORE Administrator
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	1 October 2017

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### **Primary Purpose**

This position is primarily responsible for the management, distribution and accountability of the study products used by study participants of the Centre for Ocular Research and Education (CORE). The incumbent must educate study participants on the proper use of assigned products according to protocol requirements. This position is contingent upon funding.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

#### **Management of Study Products**

- Acquire study products and study consumables.
- Maintain inventory control and entry of product information into appropriate databases.
- Liaise with CORE financial department to ensure study product costs are allocated appropriately.
- Manage study product accountability throughout study.
- Reconcile study products at end of each study.
- Dispose of study products according to study protocol and appropriate UW guidelines.

#### **Distribution of Study Products**

- Dispense study products according to approved randomization schedule.
- Instruct study participants on the use and care of study products.
- Manage the dispensing and returning of study products for each study as per protocol requirements.

#### **Regulatory**

- Produce and maintain Standard Operating Procedures (SOPs), Work Instructions (WI) and TOOLS for management of study products according to regulatory guidelines.
- Train other team members in the use of regulatory documents and ensure implementation.

#### **Communication with Study Sponsors**

- Ensure all study product information is up-to-date and available for review by study monitors.
- Meet with study monitors during scheduled visits to review accountability procedures and verify records.
- Liaise with study sponsors as needed regarding study product matters.
- Contribute to regular sponsor meetings and study progress reports.
- Participate as a member of the study team representing CORE at both onsite and offsite training meetings organized by study sponsors as required.
- Provide masked study product assignment information as required; e.g. for adverse event reports.

#### **Management of Clinical Studies Conducted Remotely**

- Develop presentations and train external sites on the management and accountability of study products.
- Create forms for study product accountability for each external site.
- Coordinate and distribute all study related documents and supplies to external sites.

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- Manage flow of data from the external sites to the CORE Data Management Team ensuring accuracy and completeness of data.

### **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

#### **Education**

- High school diploma or equivalent. Optometric Assistant certification or equivalent training would be preferred and a Certified Research Associate Designation would be an asset.

#### **Experience**

- At least 3 years' experience in a vision or health care setting is preferred.
- Knowledge of optometric terminology and vision care is a definite asset.
- Experience in regulatory affairs and compliance is an asset.

#### **Knowledge/Skills/Abilities**

- Demonstrated ability to operate with a high degree of confidentiality using discretionary judgment and excellent problem solving skills.
- Excellent oral and written communication skills with the ability to present detailed instructions and information in a clear, concise manner.
- Demonstrated ability to take initiative in a fast-paced environment with multiple deadlines and conflicting requests.
- Excellent organizational and interpersonal skills with exceptional attention to detail.
- Proven ability to work with minimal supervision.
- Knowledge of Microsoft Office suite and the willingness to become proficient in the use of in-house databases as required.

### **Nature and Scope**

- **Contacts:** The incumbent works closely with the following CORE personnel to collaborate on work initiatives and projects: Research Assistants, Researchers, Resources Schedulers, Lab Personnel, Recruitment Team as well as the CORE Senior Admin Team. A critical component of this position is contact with study participants where study information is discussed. S/he does business with the Safety Office, Central Stores, Procurement, MediaDoc and other departments within the School of Optometry and Vision Science. The incumbent is the primary contact between CORE and the study sponsors and monitors when dealing with study related product matters.
- **Level of Responsibility:** The incumbent is responsible for providing guidance, direction and training to other Research Assistants related to the use and implementation of regulatory processes as they relate to study products and accountability. S/he is also involved in the training of the co-op student on specific tasks related to the dispensing of study products to study participants. The position requires the incumbent to execute and coordinate study specific clinical research activities according to CORE's study protocols and work instructions as they relate to the accountability of study products. Work is completed with minimal supervision and requires a significant amount of attention to detail as errors will impact the integrity of the study data.
- **Decision-Making Authority:** The incumbent must be able to decide what level of flexibility is allowed within typical study protocol and regulatory restraints and escalate as appropriate.
- **Physical and Sensory Demands:** This position experiences moderate physical demands as the incumbent may be required to be on his/her feet for extended periods during dispensing of study products. S/he is also required to lift and carry boxes when receiving and inventorying study product. Sensory demands tend to be typical of a position operating within an office environment, although a highly functioning level of attention to detail is required. There can be extensive computer work. This position provides service to all CORE researchers which requires the incumbent to be available to dispense study products and train study participants when needed. This often requires the incumbent to multi-task and prioritize requests.

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- **Working Environment:** This position requires occasional travel but otherwise there is minimal exposure to conditions not typical of an administrative office environment.