



Role Description

Women's Health Research Institute

Research Coordinator

Role Summary

Working within the Women's Health Research Institute, you will be responsible for coordinating a research project in perinatal mental health. You will participate as a member of an interdisciplinary clinical research team and be responsible for providing research support to the Principal Investigator (Dr. Nichole Fairbrother, Assistant Professor, Department of Psychiatry/Island Medical Program, University of British Columbia) and performing research activities as delegated by the investigator. In this position, you will perform a wide range of duties that are pertinent to the coordination of a behavioural research project. These duties include, but are not limited to: participant recruitment and tracking, data management, organizing meetings, corresponding with hospital and research personnel, and organizing study materials. You will assist investigators to ensure completion of all research activities required by the research protocol. To be successful in this position, you will need to build relationships with investigators, hospital staff, study team members, and participants.

Key Accountabilities

- ❖ Review study protocol and consults with investigators and study team members to ensure the study is conducted as per protocol.
- ❖ Assist in the upkeep of appropriate study documents needed to conduct study (eg. Consent Forms, Questionnaire Forms etc.)
- ❖ Assemble research participant packages.
- ❖ Recruit and screen research participants for entry into the study.
- ❖ Assist in the maintenance of regulatory approvals and associated documentation and necessary approvals from Children's and Women's Research Review Committee and UBC CREB (eg. Ethics Approvals and Program Utilization forms)
- ❖ Provide participant education regarding participation in the behavioural research study and participate in the informed consent process. Provide verbal and written description of the background, purpose of the study, study procedures, potential risks and benefits to participating in the study.
- ❖ Perform day-to-day operations of research study and other study related duties as assigned.

Qualifications

A level of education, training and experience equivalent to an undergraduate degree (Psychology or Health Sciences preferred) and experience in research (e.g., paid or unpaid experience as a research assistant or honours thesis research).

The applicant should have knowledge of scientific terminology and research methodology in the field of psychology or other health sector, and demonstrated ability to follow a research protocol. The applicant should have the ability to apply sound research skills and organize various data for record and collection purposes, and be comfortable working within a clinical setting. It is also important that the applicant have effective social skills, and oral and written communication skills, and demonstrated ability to work within a multidisciplinary team in a fast paced environment. Other skills necessary for this position include: ability to work independently and as part of a team, and computer experience including MS Office, Excel, and SPSS (preferred). The applicant must be creative, detail-orientated, and an excellent problem solver.

For HR Use
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