



UNIVERSITY OF OTTAWA
HEART INSTITUTE
INSTITUT DE CARDIOLOGIE
DE L'UNIVERSITÉ D'OTTAWA

PREVENTION & REHABILITATION
PRÉVENTION ET RÉADAPTATION

RESEARCH COORDINATOR

Exercise Physiology and Cardiovascular Health Lab, University of Ottawa Heart Institute

www.ottawaheart.ca/research-team/exercise-physiology-and-cardiovascular-health-lab

Position Title:	Research Coordinator
Hours of Work:	Full time, 37.5 hours/week Occasional evening or weekend hours may be required
Immediate Supervisor:	Scientist, Director, Exercise Physiology and Cardiovascular Health Lab

Our team performs human clinical research in the area of exercise science, cardiovascular rehabilitation and prevention and women's health. The Research Coordinator will be a highly competent individual with exceptional organizational skills; excellent communication skills; a good understanding of research and ethical practice; the knowledge and skills needed to work in a clinical environment; and, highly self-motivated. They will be responsible for coordinating all study activities and will be the main point of contact with the Research Ethics Board.

RESPONSIBILITIES:

1. Coordinates study logistics, including:
 - Coordination of all ethics submissions through the online research ethics board portal
 - Coordination of communication between the Study Investigator, Research Manager, Prevention & Rehabilitation staff, REB and study sponsors including investigators meetings, reports, presentations etc.
 - Conduct the trial in accordance with UOHI Standard Operating Procedures (SOP), ICH-GCP, TCPS-2, OHSN-REB SOP's, study specific SOP's.
2. Participant recruitment & study enrolment, including:
 - Evaluating eligible candidates prior to enrolment, ensuring that all inclusion/exclusion criteria have been met as per study protocol
 - Obtaining informed consent
 - Completing participant assessments as per the research protocol
 - Coordination of data collection activities (e.g. anthropometrics, blood pressures, questionnaires, exercise tests, blood samples)

3. Participant tracking & follow-up assessments, including:
 - Coordinating and conducting participant follow-up assessments according to the research protocol
 - Preparing status reports concerning recruitment and follow-up completion rates for the investigators
4. Data input, including:
 - Entering assessment data into Excel and SPSS database
 - Collect and enter CONSORT stats into Excel and SPSS
 - Data cleaning and quality checks in Excel and SPSS
5. Processing blood samples, including:
 - Collection of blood samples after drawn by a phlebotomist or nurse
 - Processing and storage of blood samples in laboratory

REQUIREMENTS:

- Bachelor's degree in a health related discipline (kinesiology preferred)
- Registered Kinesiologist (College of Kinesiologists of Ontario) and or Clinical Exercise Physiologist (Canadian Society of Exercise Physiology or American College of Sports Medicine) is an asset
- Previous work experience in clinical or research environment
- Demonstrated initiative and ability to prioritize (multi-tasking skills)
- High level of proficiency with computers software packages (MS Word, Excel, PowerPoint)
- Strong written and oral communication skills
- Demonstrated understanding of principles of good research and data collection practices
- Experience using SPSS and previous work in the field of kinesiology is an asset
- Ability to work evenings/weekends as required

Accommodations will be provided in all parts of the hiring process relating to any specialty requirements. Applicants should make their needs known in advance.

The successful candidate must be a Canadian Citizen and will be required, prior to the start of employment, to complete mandatory organizational training available online, provide a satisfactory Criminal Record Check and provide an official piece of photo identification.

To apply, please send your cover letter and CV to the Research Manager,
ewooding@ottawaheart.ca