

Research Coordinator II

The Canadian Traumatic Brain Injury and Violence Research Team (CTBIVRT), housed in the Injury Prevention Research Office, Keenan Research Centre, St. Michael's Hospital was recently funded by CIHR to explore the common modifiable risk factors of TBI and violence with the ultimate goal to prevent TBI and violence. The Injury Prevention Research Office is looking for a research coordinator to support the research activities of the Canadian Strategic Team in Applied Injury Research (STAIR): Traumatic Brain Injury and Violence. The research coordinator will assist the Team in project planning, implementation, supervision, study design, and collecting, analyzing and summarizing data. The ideal candidate for this position is highly motivated, organized, team-minded, and results-oriented. The research coordinator will report directly to the project Principal Investigator and indirectly to the Team collaborators.

TBI and Violence in Vulnerable Populations <ul style="list-style-type: none">• Supervision of students/staff who will be doing these analyses of data including advanced neuro-imaging techniques• Preparation and submission of manuscripts of the study findings• Ensuring recruitment timelines are met• Screening, recruiting, and contacting potential participants• Conducting, transcribing, and analyzing interviews and questionnaires completed by participants• Delivering of neuropsychological and behavioural testing batteries and self-report questionnaires• Conducting neuroimaging analysis	Impact of TBI in Communities and Society <ul style="list-style-type: none">• Acquisition of data sets• Development & implementation of analysis plans• Database development and analysis• Quantitative analyses using SAS and SPSS• Conducting GIS based analyses and further development of a web based Injury atlas• Supervision of students/staff• Preparing of manuscripts
Cultural Influences on TBI and Violence <ul style="list-style-type: none">• Conducting interviews and focus groups with young hockey players, parents, and coaches• Qualitative analysis of interview data• Conducting Content Analysis on newspaper articles and videos about hockey, violence, and brain injury• Database development and analysis• Quantitative analysis of large datasets• Supervising students who will interview, etc.• Ensure data integrity and timelines are met• Analysis of data and preparing of manuscripts	Knowledge Translation Activities <ul style="list-style-type: none">• Writing systematic reviews• Conducting evaluations and cost effectiveness studies• Develop and evaluate KT strategies• Finite Element modeling• Communications and networking with community and academic partners• Analysis of data and preparing of manuscripts• Supervision of students/staff

Duties/Responsibilities

With the support and assistance of the Team investigators, the research coordinator will be responsible for:

- Overall management and coordination of the large, multi-site strategic team program in traumatic brain injury and violence research including the planning of the long-term strategy of the program (timelines, staffing and resource needs);
- Develop and implement policies, procedures, and standards for the program;
- Coordinate and oversee all aspects of the program's research studies including: Research Ethics Board submissions, patient recruitment, obtaining of patient consent, data collection, tabulation and analysis of study related data and ongoing review and development of study databases, preparation of grant applications;
- Develop and present research related information including written study reports, posters, presentations and manuscripts submitted for scientific peer review;
- In conjunction with the Office of Research Administration, development and review of all confidentiality statements, legal disclosures, legal documents, subcontracts and data sharing agreements;
- Manage grant budgets and/or authorize payment schedules;
- Recruit, train, supervise and evaluate research assistants, coordinators, undergraduate and graduate students, and postdoctoral fellows;
- Ensure appropriate regulations are adhered to in the conduct of research;
- Collaborate with the Information Technology department to develop, manage and update a research study website;
- Coordinate and moderate research group meetings, maintain ongoing communication with members of the team, and encourage collaboration with external partners, community groups, and external stakeholders;
- Encourage a team approach within the group and promoting a cross-functional approach with other divisions within the hospital, other hospitals and academic institutions.

Qualifications, Knowledge and Skills

- Masters degree in psychology, sociology, urban studies, evaluation, nursing, health and/or medical sciences, statistics, biostatistics, epidemiology, policy, economics, mathematics, computer science, spatial analysis, health services, demography, engineering, physics, or other related fields;
- Minimum of 2 years relevant research experience and strong analytical skills;
- Experience with ArcGIS and related software is a plus;
- Demonstrated ability to manage and coordinate multiple studies simultaneously;
- Demonstrated ability to lead and manage research staff and students;
- Previous experience managing study budgets;
- Previous experience in epidemiology or the equivalent, protocol development, grant and peer-reviewed manuscript writing, and making presentations to scientific audiences is preferred;
- An aptitude for accuracy, detail and problem-solving;
- Meticulous and capable of independent decision making with study data;
- Experience in data management;
- Demonstrated ability to work both independently and as part of a team;
- Excellent communication skills, both written and verbal.

Application requirements

Applications for research positions in the Injury Prevention Research Office are considered on a continual basis and must include:

1. A cover letter that includes:

- Your full contact information (address, phone number, and e-mail).
- The IPRO's areas of work in which you are most interested.
- How you learned about the program.

2. Your curriculum vitae.

3. The educational transcript from your highest degree attained. If your transcripts are not in English, please also provide a listing of all coursework with grade and credit hour information.

4. Proof of proficiency in English for candidates whose native language is not English.

- Candidates who have completed a degree wholly in English can provide a copy of their degree. All other candidates should send a copy of their scores on an approved English language test, specifically:
 - The Princeton Test of English as a Foreign Language (TOEFL): For the paper based test, minimum overall score of 600, including a minimum score of 5.0 in the test of written English; for the computer based test, minimum overall score of 250, including a minimum score of 5.0 in the test of written English; for the Internet based test, a minimum overall score of 100, including a minimum score of 24 in the test of written English.
 - The British Council International English Language Testing System (IELTS): A minimum score of 7.0 overall, including a minimum score of 7.0 in the written component.

How to submit your application

Applications can be mailed to:

Dr. Michael D. Cusimano
c/o Injury Prevention Research Office
St. Michael's Hospital
30 Bond Street
Toronto, ON
M5B 1W8

Or e-mailed to:

injuryprevention@smh.ca.

Please also cc Topolovec-VranicJ@smh.ca until October 15, 2011.

More information about the Canadian Brain Injury and Violence Research Team and a list of the team's co-investigators can be found at

http://www.stmichaelshospital.com/research/tbi_violence_study.php