

Alberta Health Services (AHS) and the Health Sciences Association of Alberta (HSAA)

This classification specification identifies representative duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Research I**

Job Summary:

The Research I performs a variety of responsibilities in support of research activities and/or research studies including but not limited to, preparing and submitting research documents; collecting and reviewing data or information; and monitoring study compliance.

Key Responsibilities and Typical Duties:

Core Duties

- Assists in preparing and submitting grant applications and regulatory documents.
- Collects, reviews and enters data from patient charts and other sources; reviews data for quality assurance standards and follows up to resolve errors.
- Performs data searches, reviews documents and may conduct environmental scans.
- Assists in the development and implementation of data collection tools.
- Monitors study compliance and tracks deviations, notifying the Principal Investigator of non-compliance and updating protocols as needed.
- May assist in the establishment of research methodologies for data collection.
- Assists in the recruitment of study participants, conducting interviews, and coordination of focus groups/meetings.
- Initiates informed consenting and re-consenting of participants in research studies/trials.

Other Related Duties

- Designs, modifies and maintains databases.
- May assist in the planning and development of experimental protocols.
- May provide support in monitoring or processing financial activities related to research studies.
- Assists in the development of policies and procedures.
- May complete lab work in support of research activities.

Leadership

- May act as a preceptor and mentor for research students.
- Assists in identifying responsibilities of clinicians within the Standards of Practice for the research study.

- May take a lead role in the data collection for projects.

Decision-Making

- Assists in determining the best approach, methodology and data sets for information requests.
- Determines eligibility of participants for research study.
- Identifies solutions and provides direction for solving problems related to research parameters and processes.
- Analyzes systems for functionality and capability and makes adjustments as required.

Knowledge:

Education

- Diploma in a health or science-related field.

Registration Requirements

- Current registration with the applicable professional association or college as required.

Working Conditions:

Physical Demands

- Required to sit or stand for extended periods of time.
- Regularly required to perform repetitive tasks and motions.

Work Environment

- Standard office environment.
- Potential exposure to a variety of biological and chemical hazards.