Research Coordinator

Reports to: Medical Director & Mental Health Director
Status: Contract, full-time (1 vacancy)
Hiring range: $65,000 - $75,000
Location: 790 Bay Street, Toronto, ON, Hybrid Role

About Us

HQ provides an accessible, safe, welcoming space for all cis men, transgender and non-binary people who are into guys regardless of age, race, ethnicity, gender identity, sexual orientation, HIV status, socio-economic status, immigration status or disability. It provides comprehensive, holistic services that empower clients and promote their physical, sexual, mental, emotional, community and spiritual/social well-being.

HQ provides:

- Innovative, supportive STBBI testing (e.g. HCV, HIV, syphilis, CT/GC) and treatment programs, plus walk-in "express testing", that make it fast and easy for patients to get the testing services they need.
- Immediate access to PrEP, PEP, rapid HIV treatment as well as counselling, warm referrals and linkage to culturally friendly primary care services in the community.
- Group and individual mental health services on site, as well as warm referrals and linkage to other mental health and substance-use services in the community.
- Social and cultural programming that empowers all service users, builds community, and reduces loneliness and social isolation.
- Community, social and spiritual programs, such as gay sports leagues and social organizations, and queer affirming spiritual organizations.
- Access to other health and social programs (e.g. referrals to housing services, employment services, adoption services, income supports, insurance and drug benefits).

At HQ, we work collaboratively with stakeholders and communities to promote health equity, through community engagement, and equitable access and participation in the centre's programs.

About the Role

The Research Coordinator coordinates and administers research projects and investigative investigator-initiated or industry-sponsored studies. Typical duties may include: protocol development; identifying study participants; carrying out patient visits; data input and analysis; conducting laboratory procedures; completing REB submissions and amendments; completing funding applications and reporting; and other duties required to support research projects.

Key Responsibilities

- Protocol Development and study administration
  - Assists in the developing and drafting of protocol procedures.
  - Follows protocol mandated inclusion/exclusion criteria.
  - May develop protocol specific case reporting forms, source documents, consent forms, SOPs.
  - Executes daily operations of their assigned duties.

- Identifies potential study participants
  - Follows established recruitment processes, which may include reviewing medical charts, creating advertisements, advertising in the community, and/or conducting telephone screening interviews.

- Carries out patient visits:
  - Plans visits according to the study requirements, protocols, and availability of health care professionals required for any step of the study.
  - Troubleshoots scheduling issues in the most effective manner that ensures the study criteria are adhered to.
  - Prepares equipment, lab supplies, and documentation prior to visit. Sets up and maintains various investigator site files.
  - Conducts patient visits. May administer self-reporting questionnaires, collect samples, and carry out standardized tests within the protocol set out for the project.
  - Coordinates other tests with appropriate health care professionals according to their professional scope of practice.
  - Ensures patient safety and ethics are followed.
  - Coordinates any other steps and processes required to compile participant documentation, such as file review, interactions with health care professionals and any other approved information gathering techniques.

- Data Management:
  - Reviews source documents such as health records, patient files or other information to complete case study forms, to abstract data and to enter data into the database.
  - Records study data, including case reporting forms, test results, subject medications, procedures performed, adverse and serious adverse events.
  - Establishes a data validation plan to ensure accuracy, completeness and consistency of data collected to ensure accuracy of analysis and reporting.
  - Ensures all results are cross checked to ensure accuracy after they are entered into the database.
  - As required, ensures financial payment is made to study participants.

- Laboratory Techniques:
  - Processes and ships samples.
  - May carry out laboratory work requiring knowledge of techniques such as: pipet, centrifuge, PCR, Cell culture, DNA extraction, gel Electrophoresis, venipuncture, sample processing and storage (centrifugation), phlebotomy, blood pressure, ECG, vital signs etc.

- REB submissions and amendments:
  - May assist in preparing reporting documents related to ethics submissions and study protocols.
  - May assist or coordinate submissions to REB, including case report forms, source documents, information, and consent forms.

- Funding proposals and reporting:
  - Supports development and submission of research funding proposals to government funders (e.g., CIHR), non-profit funders (e.g., OHTN), and private funders (e.g., pharmaceutical companies).
  - Coordinating and facilitating the timely reporting to research funders.

- Relationship management with Principal Investigators/Sponsors/Research Stakeholders:
  - Establishes and maintains effective working relationships with stakeholders involved in research studies.

- Students and volunteers:
  - Establishes and maintains effective working relationships with stakeholders involved in research studies.

- Manuscripts for publications:
  - Supports development of manuscripts, providing information, and drafting content.

- Administrative tasks:
  - Assists in documenting chart notes, preparing updates for the study, and participating in meetings.
  - Maintains records and tracks expenditures in budgets, providing assistance in preparing financial summaries.
  - Prepares study-related materials, including study binders, subject binders, newsletters, manuals of operations for studies, and other required documentation.
  - Supports drafting and submitting reports to funders.
  - Other administrative and non-administrative duties as assigned.

Required Qualifications & Experience

- University degree in a relevant field with research experience, demonstrating knowledge of research procedures and regulatory requirements.
- Familiarity with academic procedures essential for Research Ethics Board (REB) documentation.
- Proficiency in Microsoft 365, statistics software (e.g., R or SPSS), and other relevant applications.
- Capability to schedule patient visits for multiple studies.
- Ensuring confidentiality of information.
- Building and managing databases related to the project.
- Effective verbal and written communication skills.
- Attention to detail.
- Organizational and time management skills.
- Decision-making and problem-solving abilities.
- Well-developed interpersonal skills for effective interaction with patients and healthcare professionals.
- Handling multiple concurrent tasks.
- Working under pressure to meet deadlines.
- Application of training in infection control procedures.
- Establishing and maintaining positive relationships with research participants.
- Working with a culturally diverse population.
- Organizing, prioritizing, and problem-solving abilities.
- Effective use of interpersonal skills to establish/maintain working relationships with coworkers, the public, and external stakeholders.

How to Apply

To apply, please send your cover letter and resume as a single PDF or Word document, with the position title as the subject line, to careers@hqtoronto.ca.

APPLICATION DEADLINE: Applications will be reviewed on a rolling basis until the position is filled.

We appreciate the interest of all applicants, but only those selected for an interview will be contacted. No phone calls or agency referrals, please.

HQ is an equal opportunity employer committed to fostering a diverse and inclusive workplace. We encourage applications from individuals with culturally diverse backgrounds and members of the 2SLGBTQ+ community.

We are dedicated to accessibility and inclusion, and if you require accommodations during the recruitment process, we will work with you to meet your needs.