

<b>Children's Hospital Research Institute of Manitoba</b>	
<b>Position Description</b>	
<b>Position Title:</b> CRU Administrative Coordinator	
<b>Employee Reports To:</b> Clinical Research Unit Manager and Medical Lead	
<b>Prepared by:</b> Kelly Ross	<b>Date:</b> February 2016
<b>Approved by:</b> Rena Papadimitropoulos	<b>Date:</b> February 2016

**SUMMARY:**

Responsible for providing support services to the Clinical Research Unit (CRU) in the areas of quality assurance, regulatory, research support, finance, payroll and human resources, and for completing documentation for clinical studies. Acts as Administrative Assistant to Medical Lead of CRU.

Incumbent supervises CRU Administrative Assistants, exercises judgment and has latitude for decision-making; the work procedures are governed by policies and procedures rather than direct supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**Administration**

- Coordinates submissions to approval committees (Research Ethics Board, PRCC, Health Canada, HIPC, St. Boniface RCC), including reviewing protocol and transferring appropriate information to necessary documents
- Liaises with other organizations to facilitate research collaboration and knowledge transfer, i.e. U of M Ethics Board, St. Boniface Office of Clinical Research
- Tracks and submits annual approval requests, study flow and financial status (for invoicing purposes) in consultation with Manager
- Formats and edits documents, ie consent/assent forms, surveys, data collection tools, and all appropriate correspondence relating to the above
- Responds directly to numerous queries, questions, etc. from research faculty.
- Responsible for maintaining records of CRU SOPs
- Drafts letters/emails for all members of staff.

## **Payroll and Human Resources**

- Prepares documentation for casual, hourly employees, including personnel information forms, copying employee licenses, direct deposit information, and forwarding necessary information to U of M HR Department, and ensures necessary signatures are obtained.
- Oversees preparation and maintenance of spreadsheets to track annual re-appointment of hourly-paid employees
- Uses VIP program to capture employee information as required to support Finance Coordinator and Resource Manager

## **Finance**

- Works alongside the study coordinator to ensure appropriate invoicing of sponsors occurs according to contract landmarks
- Oversees transference of CRU staff time sheets into a Detail Spreadsheet for monthly invoicing to Principal Investigators and preparing the appropriate invoices. This includes ensuring hourly rates, calculations, etc. are correct. Tracking of invoices. Prepares invoices for CHF employees.
- Manages petty cash, tracks for stipends, study visits and general tracking of CRU costs. Reconciles business credit card and tracks charges.
- Utilizes EPIC/CONCUR programs within the UofM
- Interacts with appropriate finance department (HSC, University of Manitoba) to assist PI with setting up of research accounts (SPA, FAAF, preparing charge memos, etc.)

## **Committee(s)**

- Acts as Secretary and coordinates committees as required. Duties include: in consultation with the Chair, prepares all materials for members, ie list of submissions, allocation of same. Maintains spreadsheet to record activity attends meetings and takes minutes. Prepares all responses to submitters.

## **Administrative Assistant**

- Acts as the Administrative Assistant to the Medical Lead of the Clinical Research Unit. Manages/coordinates meetings, prepares appropriate letters, proof reads documents, prepares expense summaries, tracks CV, etc.

**SUPERVISORY RESPONSIBILITIES:**

- This position supervises CRU Administrative Assistant positions.

**PERFORMANCE STANDARDS:**

- Completes research study administration including payroll and finance responsibilities in a proactive, accurate and timely manner, ensuring protocols and study-reporting timelines are met
- Provides support to CRU Manager in an organized and efficient manner
- Evaluates current processes and procedures and suggests improvements

**QUALIFICATION REQUIREMENTS:**

To perform this position successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- Successful completion of a recognized secretarial training program required.
- A combination of education and experience may be considered.
- Typing 50 wpm required.
- Medical Terminology (75% pass mark) required.
- Demonstrated proficiency in the use of Microsoft office (Word and Outlook) required. Access, Excel and PowerPoint preferred.
- Minimum of five years of related experience, preferable in a research healthcare environment preferred but not required.

**LANGUAGE SKILLS:**

- Fluent in the English language with extensive writing experience
- Superior communication skills

**MATHEMATICAL SKILLS:**

- Ability to understand and use basic numeric calculations related to budgets

**REASONING ABILITY:**

- Ability to use judgement and reasoning to solve practical problems and deal with situations where standardization may not exist and in situations sometimes involving insufficient information

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is continually required to sit, talk and hear, and use their hands to finger, handle or feel, and frequently to walk and reach with hands/arms. The employee is sometimes required to stand or stoop but rarely to climb, taste or smell.
- The employee is required to occasionally lift and/or move up to 25 pounds. Distance and colour vision are required, as well as close vision for frequent computer use.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is not normally effected by environmental conditions, however this is a medical research laboratory facility, and potential exposure to germs or chemicals is greater than in a normal office environment. The noise level in the work environment is moderate.

**MENTAL DEMANDS:**

The mental characteristics necessary to competently perform this position include the need to continuously be alert, precise and patient, resourceful, take initiative, able to concentrate, have good writing ability and memory as well as the ability to problem solve. Frequently they will need good auditory and visual perception and be able to compare and analyze and sometimes be creative and imaginative.