



BRITISH COLUMBIA
CENTRE for EXCELLENCE
in HIV/AIDS

Clinical Research Associate (Mandarin Speaking) BC Centre for Excellence in HIV/AIDS Gender and Sexual Health Initiative (GSHI)

Please note: Only Canadian Citizens, legal residents or residents with a legal work permit will be considered.

STATUS: This is a one-year casual position with potential for renewal.

JOB START DATE: As soon as possible

SALARY: Commensurate with qualification and experience

LOCATION: BC Centre for Excellence in HIV/AIDS (BC-CfE), Project Site 611 Powell St. Vancouver, BC.

JOB: Works within the HIV/AIDS research team under the Principal Investigator and Project Coordinator in the Gender and Sexual Health Initiative (GSHI). Sample and data collection, providing support in education, pre and post test counseling, follow up and out reach with study participants. Assists the research group in the implementation, and execution of research and research related activities. Collects and organizes study-related data.

ORGANIZATION: The BC-CfE, a non-union environment, currently employs a team of Statisticians, Programmers, Data Managers, Clinical Research Assistants, Data Analysts, and Data Entry Clerks who work collaboratively on cohort-based epidemiological and clinical studies. The BC-CfE is a world-renowned HIV/AIDS research centre including Research Laboratory, Clinical Trials, Drug Treatment Program, Epidemiology and Professional Education Programs.

QUALIFICATIONS:

- Current LPN or RN registration an asset
- Two years minimum experience working in a busy academic, clinical healthcare setting
- Must be fluent in English and Mandarin
- HIV experience and Pre/Post Test Counseling training
- Experience with addictions, and/or poverty in the DTES or comparable community an asset
- Demonstrates general computer skills to include database use, data entry, report retrieval
- Excellent oral and written communication skills
- Experience working with study participants
- Knowledge and skill in recruiting and screening potential study participants
- Knowledge and skill in the techniques, procedures and principles for the collection of blood and urine samples, e.g. HIV
- Demonstrated knowledge of medical terminology, completing research questionnaires, reviewing and collecting data from charts and maintaining related records
- Ability to work independently and within a team
- Class 5 BC Driver's License is an asset
- STI Certification is an asset

DUTIES:

- Collects specimens
- Conducts interviews for the purpose to fulfill study protocol requirements
- Collects data from interviews, questionnaires, diagnostic tests and other sources, as well as research related data from participants, medical records, client charts, etc.
- Collects back-up source documentation as required
- Confers with study participants to explain purpose of study and obtain informed consent
- Conducts pre and post test counseling
- Explains procedures and/or treatment plans to alleviate patient and/or family concerns
- Initiates/coordinates laboratory procedures and treatments
- Inquires by phone or in person regarding new symptoms and provides guidance, referring to clinic and community physicians, as necessary
- Confers with other health care professionals as necessary (i.e. HIV providers, general practitioners)
- Updates and maintains research databases and source document worksheets (e.g. pre-study checklist, participant visits, etc.)
- Prepares and submits adverse events and safety related issues
- Maintains a filing system and appropriate record keeping and research charts
- Contributes to ongoing research participant recruitment and outreach efforts
- Assists in tracking efforts to bring participants back for follow-up interviews or testing
- Ensures potential participants meet criteria for study entry
- Maintains strict confidentiality related to participant identification and release of research data
- Keeps the Principal Investigator and Project Coordinator informed of any study related problems or trends in research data
- Other duties as appropriate

Please include in your letter of submission:

- Curriculum Vitae
- Experience and availability

CONTACT:

c/o Sue Zha, BC Centre for Excellence in HIV/AIDS, 608-1081 Burrard Street, Vancouver, BC, V6Z 1Y6 FAX: 604-806-8464, e-mail:szha@cfenet.ubc.ca

APPLICATION DEADLINE: June 12, 2015

Note: Applications received without a cover letter will **NOT** be considered. Only candidate that are selected for an interview will be contacted.