

**CLINICAL RESEARCH ASSISTANT**  
**BC Centre for Excellence in HIV/AIDS**  
**Gender & Sexual Health Initiative (GSHI)**

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

**STATUS:** Casual

**JOB START DATE:** As soon as possible

**SALARY:** Commensurate with qualifications and experience

**LOCATION:** Gender and Sexual Health Initiative (GSHI) of the BC Centre for Excellence in HIV/AIDS, Vancouver, BC

**JOB DESCRIPTION:** Works with HIV/AIDS research team under the direction of the GSHI Principal Investigator and Research Coordinator, will be responsible for screening interviews and follow-up to conduct community outreach, interviews, and regular follow-up activities with women engaged in indoor sex work across Metro Vancouver. Assists the research group for the longitudinal cohort An Evaluation of Sex Workers Health Access (AESHA). For more information on the project, please visit: [www.gshi.cfenet.ubc.ca](http://www.gshi.cfenet.ubc.ca)

**CANDIDATE PROFILE:** The incumbent will be an extroverted, outgoing individual whom currently has completed the Licensed Practical Nursing Program and has achieved, or is willing to immediately obtain, STI Certification within the first month of employment with the BC-CfE. The position requires the ability to effectively build and maintain relationships with a variety of stakeholders in diverse indoor sex work establishments, including workers and managers. The successful incumbent will possess strong knowledge of sexual and reproductive health, a valid Class 5 BC Driver's license and must be comfortable operating a vehicle. The willingness to conduct sexual health nursing activities, as well as research-related tasks in environments such as vehicles, indoor sex work establishments or other comfortable and accessible spaces for our research participants is required. Experience with working in indoor sex work environments and conversational fluency in Mandarin, along with thorough knowledge of sex work policies in Canada is are favorable assets.

**ORGANIZATION:** The BC-CfE 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.

**JOB RESPONSIBILITIES:**

- Collects specimens.
- Conducts nursing interviews and pre- and post-test counseling with participants as per study protocol.

- Collects, transcribes and organizes study-related nursing data.
- Collects back-up source documentation as required.
- Works with research nurses to ensure that study protocol is followed.
- Supporting the Clinical Research Associates
- Providing support in health education, pre and post-test counseling, follow up and outreach with sex workers across diverse indoor environments.
- Assists the research group in the implementation, execution and evaluation of research and research related activities.
- Participates in ongoing recruitment and outreach efforts within indoor sex work environments.
- Assists in tracking efforts to bring participants back for follow-up interviews or testing.
- Maintains participant medical records, charts, and research-related data in a confidential manner.
- Transcribes data from medical records onto clinic or research charts and case report forms
- Photocopies documentation as required.
- Develops, 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 to AESHA nursing activities.
- Maintains a filing system for efficient retrieval of participant records.
- Maintains strict confidentiality related to participant identification and release of research data.
- Participate in training and on-going efforts to ensure data integrity.
- Performs other duties as required.

#### **JOB QUALIFICATIONS:**

- Successful completion of a Practical Nursing Program.
- Current STI Certification OR ability to immediately obtain certification.
- Three to five years of previous experience in the health care field.
- An equivalent combination of education, training and experience will be considered.
- Current Class 5 Driver's License.
- Knowledge and experience working in the health care system.
- Experience dealing with participants, including effective communication and interview skills, ability to establish rapport, ability to assess a situation and respond accordingly.
- 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/STI and ability to provide counseling.
- Demonstrated knowledge of medical terminology, completing research questionnaires, reviewing and collecting data from charts and maintaining related records.
- Excellent time management and data entry skills.
- Ability to work independently and as a team in a multicultural and diverse work environment.
- Ability to multi-task and work in a dynamic work environment.
- Effective oral and written communication skills.

- Demonstrated ability to establish priorities and meet deadlines.
- Computer competency with Microsoft Office Software or related software, and familiarity with e-mail and Internet.

**ASSETS FOR THIS POSITION:**

- Fluent in Mandarin.
- Knowledge or experience related to indoor sex work.
- Experience providing nursing support to marginalized populations.
- BCCDC HIV Pre and Post Test Counseling training program an asset.
- Knowledge of basic health research design, protocol development and ethics process an asset.

**Included in your letter of submission:**

- Curriculum Vitae
- Cover letter outlining your experience, qualifications and interests
- Submission material must clearly identify the candidate in the file name (e.g. label your cover letter submissions as “FIRST INITIAL\_LAST NAME\_CV”)

• Note: Applications received without a cover letter will **NOT** be considered. Only candidates that are selected for an interview will be contacted. The BC-CfE is an equal opportunity employer: GSHI is committed to GIWA/MIWA principles.

**CONTACT:**

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**APPLICATION DEADLINE:** Applications will start being reviewed November 30, 2016, until position is filled.