



CHÉOS

Centre for Health Evaluation
& Outcome Sciences

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Job title:	Research Coordinator (CODE-MI)
Department:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) at Providence Research
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	Salary will be in accord with experience plus competitive benefits package including four weeks of paid vacation to start, extended health and dental plans, and membership in the Municipal Pension Plan
Desired Start Date:	As soon as possible
Full/Part-time:	Part-time (22.5 hours/week)
Term:	The initial term of this role has funding for at least 1 year and is renewable, should grant funding continue to be available
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume and cover letter to hr@cheos.ubc.ca

Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person who identifies as First Nation, Metis, Inuit, or Indigenous. CHÉOS welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.

Who We Are

Bridging the gap between data, research, and care, [CHÉOS](#) is a collaboration between cross-disciplinary scientists and expert research staff evaluating the effectiveness of health interventions at the population level. From assessing the cost-effectiveness of a new drug or treatment option to informing policy decisions that change how care is delivered, CHÉOS seeks to improve health outcomes for all.

Our Commitments to You

At CHÉOS, we are committed to providing an inclusive, dynamic, and cooperative work environment in which all

members are encouraged to pursue personal and professional growth. We offer a competitive salary, and excellent benefits, including:

- A minimum of 4 weeks of paid vacation annually (prorated for part-time staff)
- Paid time off between the December and January statutory holidays
- Other paid leaves to support health, wellness, and work-life balance
- Extended health and dental plans
- Membership in the Municipal Pension Plan with employer-matched contributions

The Role

CODE-MI is a multi-center stepped wedge, cluster randomized trial that will examine the impact of using sex-specific cut-points for high-sensitivity cardiac troponin (hs-cTn). We believe this will address the under-diagnosis of women presenting to the emergency department with chest pain.

The study was initiated in February 2022 and is nearing the completion of its intervention phase. The next step is to plan and conduct the data requests, access, extraction and linkage process in preparation for data analysis. Six provinces with a total of 25 sites are participating in this study.

As the Research Coordinator you will be responsible for planning, conducting, and overseeing all aspects of the data access process for each province, creating and submitting data request applications, as well as assisting the team members with any data related tasks such as reviewing Data Sharing Agreements and communicating data processes to CODE-MI study leads across Canada. Other responsibilities include:

- Oversee the renewal of ethics applications and any research related forms/procedures
- Work with CODE-MI study leads to finalize final data analysis environment
- Finalize details for data access, extraction, and linkage with guidance from the study biostatistician
- Obtain all the necessary information regarding data availability and accessibility from each province for creating a data access process that works within the existing data platforms
- Assist the team's statistician with creating and maintaining study variable lists and data dictionary
- Facilitate import of external data by connecting with the data holders at each site
- Lead the data access and extraction process for all CODE-MI sites
- Provide study progress reports, in collaboration with research investigators and the statistical team, and distribute to study leads
- Work collaboratively and effectively with internal teams and external investigators and stakeholders
- Attend bi-weekly team meetings to update the team regarding progress of CODE-MI data processes
- Perform comprehensive literature reviews when needed to inform any variable selection/enhancement
- Maintain the CODE-MI webpage by updating study progress and ensuring all documents are up to date
- Other duties as assigned

Skills and Qualifications

- Graduate level training in epidemiology, health research, or 5-7 years' experience working with administrative data in Canada
- Prior experience with requesting data through Population Data BC is an asset
- Proven experience with Microsoft Office software
- Excellent verbal and written communications skills
- Experience working with clinicians and researchers
- Able to work with minimal supervision and effective working in a team environment

Covid-19 Vaccine Mandate

This position is located within a healthcare facility. Therefore, this position requires successful verification of full vaccination against Covid-19 provided prior to the start date, as required by the provincial health mandate.