Research Assistant I

The Interventional Psychiatry Program at St. Michael's Hospital led by Dr. Venkat Bhat is currently looking for a **Research Assistant (RA)**. The Interventional Psychiatry Program offers novel psychopharmacological (e.g. IV ketamine/other anesthetic agents), neurostimulation (e.g. rTMS, emerging neurostimulation modalities) and digital therapeutic (mobile-based monitoring and interventions) interventions for Mood and other Disorders. The interdisciplinary program offers emerging and procedural interventions for psychiatric disorders, the research program aims to understand treatment-response with these emerging interventions. In addition to Dr. Bhat, the RA will have the opportunity to work with leading researchers in psychiatry, anesthesia, imaging, informatics and biomedical engineering. This position will focus on psychiatric clinical trials and digital mental health/artificial intelligence.

The Interventional Psychiatry Program is currently looking for a **Research Assistant I**. sites (e.g. long term care homes). The primary role of the Research Assistant I includes providing essential assistance, organizational and administrative support to research projects at a basic level. Tasks may include collecting and recording data through survey and in-depth interviewing, processing of data, following research procedures, screening of study participants including obtaining consent (if applicable), labeling and shipping samples and study related material. In general, the role provides project support for the Research team and Principal Investigators. Research Assistants also contribute to the funding and grant processes by providing information, helping quality check documentation, and liaising with internal and external partners.

Research may take place in a clinical, community, or laboratory setting and thus tasks may vary depending on the nature of the research.

This is an entry level role with potential for progression to level II and potentially Research Coordination.

Don't meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don't meet every single qualification. We are dedicated to building an inclusive workplace, so if you're excited about this role but your past experience doesn't align perfectly, we still welcome you to apply.

Duties & Responsibilities:
Due to variable nature of position, this list is to be used as a guide only.

Administrative Duties (60% of work time)

- General office (incld. virtual) duties, e.g., filing, mailings, courier services, photocopying, printing, scanning, distributing information etc.
- Orders supplies, maintains inventory, and ensures supplies are accessible to research staff.
- Organizes office/lab space.
- Maintains calendars and manages complex scheduling requests.
- Develops correspondence and other relevant documentation, including letters, memos, reports, invoices, abstracts, forms etc. to support the activities of the research team and Principal Investigator.
- Reviews slides for webinars, written study reports, scientific meetings, and conferences.

- Organizes video/teleconference meetings for research studies, including contacting attendees, and preparing meeting materials.
- Participates in database processing and management.
- Coordinates communication between team, and external partners.
- Prepares REB/CTO submissions relative to the initiation and conduct of individual studies. Registers study protocols.
- Collects conflict of interest forms.
- Helps maintain CVs of the PIs, and external partners.
- Updates monitoring logs i.e., 70 freezer logs, sample storage logs, etc.
- Posts on social media (Instagram).

Research Duties (40% of work time)
The Research Assistant I assist with the research activities needed for each project.

Non-Laboratory Research Tasks
- Collects, transcribes, organizes, quality controls, and enters study related data.
- Collects, compiles, updates, and provides basic statistical information, and other data to generate and prepare reports and other documentation to support study related data.
- Interacts with various departments such as pharmacy, laboratories, medical records, etc., and with internal and external stakeholders in order to provide administrative support.
- Performs literature searches/data mining on requested topics through databases and provide relevant articles to PI or research team.
- Understands, interprets, and processes data.
- May assist with manuscript and report writing, and literature reviews.
- Collects feedback from multiple partners on projects re: proposals, manuscripts, and dissemination tools (sometimes >50 authors) including record keeping of feedback and changes to authorship order.

Recruitment and Coordination of Study Participants
- Screens participants and obtains required documentation including obtaining consent.
- Collects data via phone calls, interviews.
- Recruits study participants, in collaboration with study team or staff at participating community organizations.
- Schedules interviews and participants.
- Follows strict protocols for participant interactions.
- Acts as the on-site point of contact for the studies at participating community/healthcare organizations.
- Administers quantitative surveys to study participants at participating community organizations using online survey tool (data collection).
- Facilitates compensation of study participants +under direction of study team/PI.
- Travels to participant sites as required.

Laboratory Tasks
- Prepares routine media, solutions, and reagents.
- Performs well-defined, routine and repetitive tests, experiments or other procedures.

Performs cross functional and other duties as assigned and/or requested.

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety and confidentiality. Key accountabilities in this regard include:

- Strict compliance with patient/employee confidentiality practices and policies.
- Strict compliance with patient/employee safety practices and standards.
- Appropriate identification, reporting, and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
- Appropriate identification, reporting, and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

Qualifications:

Undergraduate Degree or 1 year of relevant experience OR demonstrable equivalent combination of specialized education and experience.

- TCPS CORE 2 is preferred (Completed within first 2 weeks of hire)
- Good clinical practice certificate is an asset (Completed within first 2 weeks of hire)
- Health Canada Div 5 (for clinical trials)

- Basic computer skills, particularly database, spreadsheet and word processing.
- Experience with a reference manager (i.e. EndNote, Mendeley, etc.) is an asset.
- Intermediate Organizational and time management skills, including multi-tasking and flexibility to adapt to changing workload.
- [Basic] Problem Solving
- [Intermediate] Communication (verbal/written) and interpersonal skills.
- [Basic] Computer Skills
- [Basic] Ability to work independently and as part of a team.
- [Basic] Excellent attention to detail.
- [Basic] Proven ability to learn new skills.
- [Basic] Progressively responsible experience in a clerical position.