



## **POSITION DESCRIPTION**

### **Coordinator – CHIPER**

Salary Range: \$62,025 - \$78,026

Full-Time Position

Application Deadline: 4:00pm CST, Friday, August 14<sup>th</sup>, 2020

Submit applications to: [hope.nicholson@researchmb.ca](mailto:hope.nicholson@researchmb.ca)

Anticipated Start Date: Monday, October 5<sup>th</sup>, 2020

The Coordinator is part of a team responsible for facilitating the CHIPER review process via an online system, within the initiative of Committee for Harmonized Health Impact, Privacy, and Ethics Review (CHIPER), for the division of Research Improvements Through Harmonization in Manitoba (RITHIM), a department of Research Manitoba. Working together with the Senior Coordinator, they are responsible for ensuring compliance with the standards, regulations, and guidelines governing privacy as well as the protection of human research participants and collaborating with consultants, committee members, and staff to ensure an effective application system. This position reports directly to the Director of RITHIM and works closely with the Senior Coordinator in this initiative.

The Coordinator is responsible for the following:

#### **Coordination**

- Working together with the Senior Coordinator, coordinates submissions through all aspects of the review process from submission to approval;
- serves as a main point of contact for researchers applying to CHIPER.
- working together with the Senior Coordinator, coordinates review committee meetings and serves as the main point of contact for CHIPER reviewers.
- serves as an expert resource on Research Manitoba and RITHIM policies, and can effectively and concisely communicate these to external stakeholders; and
- works collaboratively with CHIPER staff, members, and stakeholders to ensure that the mandate and principles of ethical research are maintained. Co-ordinates or assists in coordinating the recruitment of Chairs, Vice-Chairs, and CHIPER members.

#### **Privacy and Ethics**

- Contributes knowledge of privacy and ethics requirements in health research to documents created by RITHIM;
- prioritizes CHIPER compliance with TSPCS2, PHIA, and other relevant legislation;
- provides information on privacy and ethics during public presentations; and
- contributes information in the monthly committee meetings to assist in understanding applications received.

#### **Steering**

- Provides feedback and information required for the successful operation of RITHIM, such as contribution to monthly newsletters and operating plans;
- engages with the goals of RITHIM and comes prepared in meetings to discuss long-term goals of the organization;
- creates strategies to address any potential concerns from applicants that require system changes; and
- identifies improvements to time-to-conduct and application approval transparency that can be achieved through the RITHIM department.

## STATEMENT OF QUALIFICATIONS

### BASIC REQUIREMENTS

#### **EDUCATION**

- Required: A bachelor's degree in a health science or related field.
- Desired: A master's degree or higher in a health science or related field; or
- related equivalent education and experience.

#### **EXPERIENCE**

- Required: two years related experience;
- strong knowledge of health research ethics and privacy as it relates to research; and
- knowledge of institution and organizations involved in and related to health research in Manitoba and across Canada.
- Desired: Experience working in a post-secondary setting and/or health science related environment;
- experience in processing research related applications and/or working in a rules-based, compliance environment; and
- familiarity with legislation, regulations, policies, and procedures related to health research in Manitoba and Canada, in particular TCPS2 and PHIA.

#### **TECHNICAL SKILLS**

- Required: Strong proficiency in Microsoft Office Programs including Word, PowerPoint, and Excel;
- strong proficiency in calendar management and email software programs;
- strong Internet research skills; and
- strong knowledge of digital file management systems.
- sufficient comfort with technology to learn how to use and teach others to use a software system that will support the review of ethics, privacy and impact in Manitoba.

#### **LANGUAGE**

- English, other languages are considered an asset.

#### **ABILITIES**

- Exceptional interpersonal skills including the ability to problem solve and resolve conflicts;
- strong verbal and written communication skills;

- strong time management, organizational and task prioritization skills;
- can understand and interpret numerical data, complex or abstract concepts and communicate it concisely verbally and in writing;
- commits to continuous learning and maintains an awareness of issues facing the health research ethics and privacy fields;
- strong analytical skills;
- can work under minimal supervision;
- can make both independent and collaborative decisions to determine the appropriate course of action necessary to process applications for ethics and privacy reviews. This includes determining the type of review (delegated, full-board) necessary and handling follow-on processes like amendments and adverse events;
- remains calm and quick-thinking in difficult situations;
- collaborates efficiently with various levels of staff; and
- can detect and detail technical issues in software usage in plain language.

### **WORKING ENVIRONMENT**

The working environment at RITHIM is that of a new organization with strong ties to existing structures. As a result, new policies and workplace methods will be consistently created, tested, and adapted as needed. The core organization of RITHIM is a very small staff who will work closely together and share duties cooperatively as needed, with some external support from staff at Research Manitoba. The workplace will also provide opportunity and support for staff's professional development.

### **ABOUT RITHIM**

Research Improvements Through Harmonization in Manitoba (RITHIM) is an initiative to improve and harmonize the impact, privacy, and ethics reviews of health research in Manitoba. Established in 2019, the overall goal of RITHIM is to improve time-to-conduct for health research, through process improvement and inter-agency harmonization. This evolution maintains the highest levels of privacy protection and establishes the best mechanisms for increasing industry investment and partnership potential.

### **ABOUT CHIPER**

The Committee for Harmonized Health Impact, Privacy, and Ethics Review (CHIPER) is an independent, multidisciplinary committee of RITHIM consisting of health professionals, members of the scientific community, and experts in ethics, privacy, access to data, governance, and performance management.

CHIPER's mandate is to provide robust reviews of medical research ethics and privacy, and to streamline the process for operational impact reviews. CHIPER conducts evaluations of research protocols to ensure that researchers adhere to ethical principles with respect to the conduct of research and the access, collection, and storage of personal health and other information.

*For more information on RITHIM and CHIPER, please visit [www.rithim.ca](http://www.rithim.ca)*