# Project Manager Clinical Research

## Organizational Background

The Maternal Infant Child Youth Research Network (MICYRN) is a federally incorporated, nonprofit organization that joins 21 maternal-child health research members with over 25 affiliated practice-based perinatal and pediatric research networks. MICYRN's principal role is to improve the quality and impact of research through the provision of a coordinated infrastructure that supports research teams working across Canada and beyond.

Maternal and child health institute leadership across Canada have recently highlighted a collective desire to develop a national clinical research infrastructure. To that end, MICYRN works with leadership representatives from our member sites to identify and implement shared priorities toward developing this infrastructure, which will support a variety of clinical investigations, with an emphasis on multi-centre clinical trials and prospective observational studies.

Leveraging on the CIHR funding opportunity a "Canadian Pediatric COVID-19 Research Platform" for which MICYRN is the Collaborating Centre, MICYRN is seeking experienced, full-time individuals to help building a national child-family centric clinical research infrastructure. Given the distributed model of the MICYRN Coordinating Centre, the incumbent need not be physically based at the Vancouver office and can be part of the virtual team, working remotely, while remaining associated with their home research organization. The nature of this role will appeal to individuals seeking to broaden their research experience to a national focus and would benefit an organization looking to support the development of an existing employee beyond their current responsibilities.

## Nature of the Work

Under the direction of the associate director of clinical trials and Scientific Director of MICYRN, the individual in this position leads complex national and international designed maternal-child health clinical research studies and delivers project management leadership by initiating, conducting, reporting, and providing support to ensure successful project completion. The individual will also play a key role in the development of project plans, protocols, case report forms, training resources, and educational materials.

This position has a term of two years, with the possibility of extension (grant-dependent) and generally reports to the local host research organization administratively and to MICYRN functionally.

## Project Manager Duties

- Designs and oversees operational plans including protocols; drafts informed consent, safety and regulatory documentation
- Collaborates and consults with researchers by reviewing, evaluating and making recommendations for project and research program initiatives
- Assists study teams in the submission, management, and execution of ethics, contracts, and regulatory applications
- Tracks project milestones and activities, manages issues, annual reporting, and supports financial tracking
- Develops SOPs and training material for project-specific protocols

- Engages effectively by establishing strong working relationships with a diverse group of clinical trial sites, investigators, and other important stakeholders.
- Works with stakeholders to develop master-level contracts to streamline future clinical project agreements
- Explores current interprovincial challenges of data sharing, transfer and linkage and collaborates with national stakeholders in potential solutions

## Qualifications and Expertise Required

- Bachelor's degree in a health-related field, master's degree preferred
- Minimum of three years of clinical trial coordination/project management experience
- Completion of additional clinical research education (ACRP, SoCRA) is an asset
- Experience with contractual/legal agreement, REB, familiarity with ICH-GCP, FDA and TPD, MDD regulatory requirements
- In-depth knowledge of clinical trial methods, conduct, and challenges pertaining to mothers and children in studies
- Facilitation skills, including demonstrated ability in supporting decision making processes; coaching and teaching, with the ability to motivate, inspire and build confidence in others to achieve common goals
- Excellent organizational and interpersonal skills with strong ability in building relationships and maintaining networks
- Superior communication skills both written and oral
- Demonstrated ability to manage multiple projects and cross-functional teams and to set priorities to meet deadlines
- Business acumen, with the ability to work independently being accountable for the timely completion of deliverables, in a fast-paced environment
- Intermediate computer experience: Word, Excel, PowerPoint, Outlook; data management experience or knowledge is essential

Individuals that are interested in this position are invited to send an email to the Associate Director of Clinical Trials, Breanne Stewart (breanne1@ualberta.ca) with their expressed interest and CV by March 25th, 2022.