

CARLETON UNIVERSITY

POSITION DESCRIPTION

PART A

Employee Name:

Title of Immediate Supervisor:

Director of the Office of Research Ethics (the “Director”)

Position Title:

Human Research Compliance Coordinator

Department:

Vice President (Research and International) (VPRI)

OFFICER USE ONLY

1. Title:

2. Position No: 297701, 298777, 299967

3. Level: 09

4. Evaluated by:

Date:

5. Approved by:

Date:

Part B

Position Summary:

Reporting to the Director of the Office of Research Ethics, the coordinator works with the Director and Research Ethics Board (REB) members and Chair(s) to ensure compliance with University Policies, Terms of Reference and SOPs relating to human ethics review, approval, and ongoing monitoring processes.

The incumbent is responsible for the administrative functions of the REBs including:

- Reviews all submissions for institutional and regulatory compliance, as well as compliance with research ethics standards, assigns ethics protocols for review by REB members, and works with researchers throughout the review process to ensure compliance.
- Inform and follow up with researchers of decisions and required actions, on behalf of the REBs, updating the Carleton Office of Research Initiatives and Services (CORIS) for management of funded research.
- Act as coordinator of the REBs to provide them with information on research compliance issues and matters as they pertain to the pertinent regulatory agencies (e.g., Tri-Council Policy Statement and the Agreement on the Administration of Agency Grants and Awards by Research Institutions between all Canadian Universities and the Tri-Council) and other authoritative sources relating to research ethics and compliance.
- Provide information and communication through the research ethics website for the Office of Research Ethics.
- Train REB members in the review process, including the research management software.
- Provide educational sessions in person or online for the university research community. The coordinator also provides mentorship and specialized advice to researchers, REB members and staff.

- Contribute to consensus building to meet departmental goals.

PART C

Primary Duties Performed:

1. Administrative support to the Research Ethics Board (45%)

- Prepares meeting agendas for REB meetings, REB Sub-Committee and other required meetings. Maintain and accurate record of discussions and decisions to ensure compliance with regulatory requirements.
- Contributes actively to discussions, and assists researchers and REB members in the clarification of protocols, policies, procedures and ethics standards.
- Monitors the various regulatory bodies: municipal, provincial, federal and international, whose policies and procedures govern research involving humans; keeps the REB members and Carleton University research community at large informed on these policies, procedures, and on-going evolution of ethics standards and regulatory requirements.
- Conducts an administrative review of all submissions from Carleton University researchers; assesses submissions for risks, completeness and compliance with institutional policies and SOPs and applicable Canadian and international standards, regulations, and guidelines.
- Identifies deviations from established ethics and compliance policies or procedures and responds to queries or complaints. In consultation with the Director and the REB Chair(s), identifies ethics and compliance concerns.
- Prepares correspondence as requested for the Director and REB Chair(s), and when requested, on behalf of the VPRI.
- Works collaboratively with other staff, REB members, Director and REB Chairs and prepares reports for internal and external stakeholders. Responsible for the accuracy of all reports produced for such stakeholders.
- Collaborates with the development of external REBs (i.e. Indigenous REB).

2. Records Administration: (35%)

- Responsible for the research management software of protocols and related tracking database(s).
- Provides instruction and training to REB members, researchers, and research staff on how to use the research management software system.
- Maintains protocol files throughout the review, ongoing monitoring, and completion stages of all studies.

- Maintains all human ethics related correspondence.
- Meets institutional records and retention and destruction of electronic records policy and practices.

3. Additional Administrative Responsibilities: (10%)

- Interacts with human ethics policy makers and administrators to provide or clarify information relating to the proper administration of Carleton's human ethics program (e.g., staff at the Panel for Research Ethics, etc.), networks with other human ethics compliance coordinators.
- Participates in the development of policies, procedures, forms, templates. Assists with software development projects.
- Communicates with Carleton Office of Research Initiative and Services (CORIS) to ensure human ethics compliance is in place to permit the release of research funds.
- Enrolls all researchers, CUREB members, and external researchers into the research management software system.
- Ensures that current REB protocol and other forms meet key elements of institutional and regulatory requirements, and ethics standards.
- Contributes to the development of policies, procedures, and other reference materials for the Office of Research Ethics and the REBs.
- Trains and mentors new ORE staff.
- Trains and assigns work to student staff.

4. Ongoing Education and Training: (10%)

- Provides educational workshops, seminars, and Q&A sessions for the University's research community, including REB members, faculty, staff and students.
- Provides instruction and advice to researchers on the research ethics process and policies as it applies to their research topic.
- Attends educational meetings and conferences on behalf of the Office of Research Ethics or the REBs with the approval of the Director.
- Complete all institutional mandatory training through Carleton Central.
- Supervises and oversees the ongoing training of student employees.

PART D Specifications: (to be completed by Supervisors in conjunction with Employee)

1. KNOWLEDGE

a) Minimum amount of formal education required:

Completion of a Master's degree.

b) Minimum amount of relevant work experience required:

Four years in a university and/or research environment with progressively more responsibility that would develop analytical and problem-solving skills, interpersonal, and communication skills, proficiency in the use of technology, software and databases and website management /maintenance.

Significant relevant research experience and some knowledge of research methodologies. Experience with the conduct of human participants' research and the associated practices and requirements entailed by such studies is an asset.

Demonstrated ability to work calmly, independently and effectively in a time-pressured environment with a variety of competing priorities and stakeholders.

c) Minimum amount and type of continuing study required:

- Maintain knowledge of changing funding agency and regulatory requirements, including applicable regulations, policies and procedures for research ethics compliance including the Responsible Conduct of Research policy, and research data management policies and practices.
- Understand and apply University regulations and prevailing standards for the administration of human research ethics and maintain that understanding as the issues change.
- Remain current with research management software and database tools and software.

Elaborate on (a) and (b) justifying the amount of each specified above by detailing what the incumbent has to know and what skills are required of the incumbent in the performance of duties.

- The incumbent must be knowledgeable of the structure of Carleton University, and the types of research conducted at Carleton.
- The incumbent must be able to interact professionally with university faculty, students, internal administrators, external researchers, partners, and stakeholders about complex matters relating to research compliance standards, policies, and legislation.
- The incumbent must have the ability to handle highly confidential information in a responsible way according to prevailing privacy, legal and ethical standards.
- The incumbent must have excellent oral and written communication skills, and analytical skills to identify the concepts and issues involved in research ethics compliance, the

preparation of correspondence, websites, and other relevant information platforms. In addition, the incumbent must have a thorough knowledge of the University, computer software and website applications, including: MS Word, MS Excel, PowerPoint, WordPress, and databases.

2. COMPLEXITY:

The incumbent must be able to work independently, sometimes without clearly articulated guidelines. The incumbent must be responsive to evolving regulatory guidelines, University regulations, and legislation.

The nature of the work environment is highly confidential. Analytical and interpretative skills are critical, and the incumbent is required to use sound judgment when working with departments, faculty, students, and external researchers and partners and providing advice on human research ethics policies and procedures.

The incumbent must be responsive to changes to the Tri-Council Policy Statement, University regulations, and federal and provincial legislation, and international research regulations, and accurately judge when and how to implement policy changes.

3. ACCOUNTABILITY:

The incumbent is responsible for the integrity of information collected and disseminated with respect to policies and procedures governing compliance. The incumbent is responsible for the daily coordination of REB functions and activities, formal documentation, correspondence, and regulatory compliance requirements.

Errors in advice to the research community, and inaccurate documentation could have serious consequences for the University and its researchers and human participants and could lead to poor public relations, loss of credibility, legal and financial consequences, and embarrassment to Carleton.

The incumbent is responsible for the accuracy of information in the research management software. Errors and omissions in the research management software could lead to inaccurate reports for the Director, Vice-President (Research and International), external agencies.

4. NATURE AND LEVEL OF CONTACT:

a) Purpose of Contact

The incumbent is required to update, advise, and educate the REB members and the Carleton research community on policies and procedures relating to municipal, provincial, federal, and international regulating compliance bodies. The position requires maintaining protocol files, including correspondence between the REB and the applicants.

The incumbent works with the Director and REB Chairs to manage matters of non-compliance, protocol deviations and violations, relevant new information and unanticipated and adverse events that may arise during research. The incumbent works with the researcher(s) and appropriate offices (including privacy and risk management office, and other offices) to seek appropriate solutions to these events.

The incumbent fosters a collaborative work environment within Carleton and with external stakeholders to ensure ethics compliance and to seek, where required, workable solutions to research challenges. An example of this is the process of receiving protocols from Carleton University researchers, and then reviewing these protocols for their completeness, level of risk, adherence to ethics standards, additional requirements (such as Animal Care Committee review, Biohazards review, external REB review and clearance, and consultation with community stakeholders), and proposing suggestions and revisions as required.

The incumbent is required to interact with students, faculty members, staff in OVPRI and other university departments, external contacts in a comparable position at other Canadian and international universities and funding and regulatory organizations for clarification/interpretation of guidelines and regulations.

b) Level (check one) - regular and continuous only and as specified in Part 'C'

- ☐ other employees in same work unit or office.
- ☐ the above plus students; faculty in the same work unit; or employees from other departments or offices at a similar job level to the incumbent.
- ☒ the above plus the general public, faculty and staff at a more senior level from other departments or staff at equivalent levels outside the university.
- ☐ all the above plus senior University executives and senior officials from government, private industry, other universities, etc.

5. SUPERVISION/MANAGEMENT CONTROL EXERCISED

- a) Describe the type of supervisory/management control exercised. Indicate responsibility for overall direction of a section/department/unit either independently or through subordinate supervisors if applicable.

Supervises and oversees the ongoing training of student employees.

b) Indicate the level of employees directly (not through subordinates) supervised.

- | | |
|--|--|
| i <input checked="" type="checkbox"/> primarily support | iii <input type="checkbox"/> primarily supervisors of (ii), or managers of section consisting of (i) employees |
| ii <input type="checkbox"/> primarily specialized technical, Administrative or journeyman trades | iv <input type="checkbox"/> primarily management level |

c) Indicate number directly supervised.

☒ 0 ☐ 1-5 ☐ 6 – 10 ☐ 10 +

NOTE: Under the Occupational Health and Safety Act, the incumbent is required to be familiar with the Act and the regulations that apply to the work being performed in the work unit. The incumbent is also responsible for ensuring that individuals they supervise are aware of their rights and obligations under the Act.

Signed by:

Employee

Date

Employee

Date

Employee

Date

Approved by:

Immediate Manager

Date

Department Head

Date