

## The QPRN

The Quebec Pain Research Network (QPRN) aims to improve the quality of life of Quebecers who suffer from pain through basic, clinical, evaluative and epidemiological research. The QPRN brings together 105 regular & associate members from leading universities and their shared networks.

### SUMMARY OF POSITION & MAIN RESPONSIBILITIES

Under the supervision of the QPRN Executive Committee and the Chairs of the *"Low back pain: from acute to chronic pain"* strategic initiative, the research assistant or associate will be responsible for overseeing and delivering project and data management and recruitment services. The primary tasks will be to assist the LBP strategic initiative team by coordinating ongoing research and developing and implementing recruitment strategies for future province-wide initiatives.

Responsibilities may include, but are not limited to:

- Coordinate recruitment for existing LBP research initiatives across the province to decrease duplications;
- Oversight of ethics & governance submission processes;
- Provide expertise and guidance to study team for identification, creation and implementation of specific recruitment/retention tactics & contingency planning;
- Screen, consent and enroll patients as required;
- Coordinate timely follow-up for ongoing studies;
- Handle a variety of confidential information;
- Collect and validate data obtained from patient's questionnaires and blood analyses in collaboration with QPRN member's team staff;
- Develop online survey tools;
- Offer direct support and access to patients and investigators involved in the study.

### SKILLS

- Knowledge of university networks and of research partnerships;
- Knowledge of clinical management and operations;
- Organization skills to engage in simultaneous projects;
- Keen research and development interests;
- Sufficient computer skills to develop and manage online survey instruments;
- Strong interpersonal skills and ability to communicate;
- Experience working as part of a team with a proven ability to make an active contribution to the team's performance and teamwork;
- Able to make effective decisions, self-motivated, assertive, and displays initiative.



RÉSEAU  
QUÉBÉCOIS DE  
RECHERCHE SUR  
DOULEUR

QUEBEC  
PAIN  
RESEARCH  
NETWORK

## RESEARCH ASSISTANT / ASSOCIATE POSITION

### REQUIREMENTS

- M.Sc. degree or higher in a medical science-related field;
- Experience in clinical and epidemiological research;
- Experience in data collection and data management in a clinical setting;
- Demonstrated competence in analysis, planning and problem solving;
- Excellent communications skills in French and English (spoken & written), including the ability to state opinions clearly, ask questions, seek clarification, communicate facts objectively, and pursue issues to resolution;
- Demonstrated computer literacy, usage of MS Office software (Microsoft Word, Excel and Outlook), web-based systems and databases;
- Proven project management and organizational skills and the ability to prioritize and manage multiple tasks with flexibility.

This position is to be based in Montreal for an initial appointment period of one year, with the possibility for extension. Salary and benefits will be determined in accordance with the professional salary scale of the McGill University Health Centres and the experience of the candidate.

To submit an application, please provide a letter of interest and a CV before October 30, 2016 via email to: **info@qprn.ca**