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## **JOB DESCRIPTION**

**POSITION NUMBER:** 00055079  
**BUSINESS TITLE:** Research Coordinator, Health Economics  
**EMPLOYMENT GROUP:** Management&Professional (AAPS)  
**JOB FAMILY:** Research & Facilitation  
**JOB CODE:** 183701 - Research&Facilitation, Level A  
**VP/FACULTY:** Faculty of Medicine  
**DEPARTMENT:** Family Practice  
**PAY GRADE:** 5  
**SALARY LEVEL:** A

## **JOB SUMMARY**

The Research Coordinator, Health Economics, will lead the economic evaluation of the Rural Surgical Obstetrical Networks project. RSON has been funded by the Joint Standing Committee on Rural Issues to stabilize and grow vulnerable rural surgical sites in BC through providing funding for increased scope and volume, local CQI, clinical coaching and RealPresence technology. The program is being evaluated through the Centre for Rural Health Research in the Department of Family Practice at UBC and includes analysis of health outcomes at rural facilities, population health outcomes, network efficacy, and economic costing. All evaluation work will be done through the lens of 'shared measures'; that is, developing relationships with key stakeholder groups to ensure we are evaluating 'the things that matter'. The Research Coordinator will work with the larger team and under the supervision of the Evaluation Lead and a Health Care Economist.

## **ORGANIZATIONAL STATUS**

The Research Coordinator will be housed at the Centre for Rural Health Research (CRHR), Department of Family Practice at UBC. CRHR is a clearing-house for academic and community-based researchers, policy makers, administrators and other key stakeholders working together to produce evidence to inform policy to sustain rural health care. CRHR programs are currently funded by CIHR, the Joint Standing Committee on Rural Issues, the Shared Care Committee and the Specialists Services Committee. The RSON program is funded by the Joint Standing Committee on Rural Issues. CRHR is part of the Department of Family Practice, UBC and currently supports other SPOR and JSC project staff.

## **WORK PERFORMED**

The Research Coordinator will be responsible for:

- Implementing a cost-effectiveness analysis of small rural surgical services in B.C. This will include usual activities such as designing data analysis plans and undertaking data analysis;

- Communicating with the project team and key stakeholders about project progress;
- Identifying opportunities to leverage core research funding (i.e., through CIHR/MSFHR grants);
- Iteratively growing the program of research to include cost comparisons and other approaches that meet the evidence needs of RSON;
- Setting the costing project timelines, goals and milestones;
- Supervising staff and students (where required);
- Writing and submitting grant applications;
- Writing and submitting manuscripts for peer-reviewed publications;
- Overseeing study documentation from application to approval stages and final reports, and ensuring that responsible research staff are meeting all requirements at all institutional levels;
- Managing regulatory documentation around study approval, amendments and renewal process;
- Writing ethical review applications and reviewing protocols, agreements and contracts for ethical integrity and accuracy;
- Gathering, reviewing and synthesizing relevant background literature;
- Developing KT strategies for dissemination of results;
- Designing data analysis plans;
- Conducting data analysis and interpreting findings;
- Providing expertise in the area of health economics to the larger RSON team;
- Engaging regularly with office coordinators to provide educational rounds.

## **CONSEQUENCE OF ERROR**

The Research Coordinator is responsible for the implementation of cost-effectiveness evaluation activities in collaboration with members of the larger evaluation and RSON team. This position requires working effectively within an organizational structure and involves a high degree of self-direction, the ability to work to tight timelines and strong interpersonal skills. Poor decisions and errors in judgment could result in delayed completion of projects or inappropriate planning, result in financial loss, and damage the reputation of the Centre for Rural Health Research, the Faculty of Medicine and the University of British Columbia. In addition, the impact, if an error occurred, would be misinterpretation of results in information disseminated to decision-makers, the public, and academic audiences. The consequences could lead to inappropriate policy and decision-making related to rural surgical and obstetrical services.

The Research Coordinator must exercise good will, tact, judgment and discretion in working with various senior professionals and collaborating with internal and external agencies. Knowledge and sensitivity to issues is required.

The Research Coordinator is expected to communicate with internal senior administration, staff, research investigators, and community/external agencies. Errors in decision-making may compromise the reputation of the RSON evaluation project/the key investigators.

## **SUPERVISION RECEIVED**

All duties and responsibilities shall be carried out under the direction of the Evaluation Principal Investigator, Supervisors, and the RSON Evaluation Co-investigators. Performance of assigned duties and responsibilities shall be subject to evaluation by your supervisors.

## **SUPERVISION GIVEN**

The Research Coordinator is responsible for overseeing the day-to-day operations of the RSON cost-effectiveness component of the evaluation including the supervision of students (where appropriate).

## **QUALIFICATIONS**

Undergraduate degree in a relevant discipline. Graduate degree in a relevant health service evaluation/research discipline such as Population/Public Health, Health Administrator, or Measurement and Evaluation, preferred. Minimum of two years experience or the equivalent combination of education and experience. Experience in health service research and evaluation with a specific focus on economic evaluation in health care, preferred; Expertise in designing and implementing cost-effectiveness analysis of health services; Experience in qualitative and quantitative research/evaluation methods, including design of administrative data analysis, survey design, delivery and evaluation, psychometrics and reporting; Extensive knowledge of health economics, research/evaluation methodology, and statistics; Familiarity with rural health services, specifically maternity and surgical services and understanding of the provincial health systems framework (e.g. legislative mandate, confidentiality & privacy, ethics); Experience in an academic, research or medical environment; Experience building and working within collaborative environments;. Computer experience and competency with Microsoft Word, Outlook, PowerPoint and Excel, and data analysis software (e.g., TreeAge, SPSS, NVivo); Excellent command of the English language with a strong ability to communicate effectively both verbally and in writing; Ability to compose correspondence, reports, presentations, and other written materials using clear concise business English; Effective presentation skills and ability to communicate information in a way that is understandable to non-health economics trained audiences; Proven ability to innovate, think broadly and to focus on process and outcomes; Proven skills in project management; High degree of thoroughness, accuracy, and attention to detail; Ability to review, critique, and synthesize literature and information from various sources; Ability to exercise tact and discretion; Ability to exercise sound judgment. Ability to anticipate problems and issues and to plan ahead; Ability to work independently and demonstrate high level of initiative and self-directedness; Ability to work in a fast-paced team environment.