Job title: Study Coordinator for brain health clinical research

School/Institute: School of Medicine, Global Brain Health Institute, Trinity College Institute of Neuroscience/Dept of Psychiatry

Line manager: Iracema Leroi, Associate Professor of Psychology

Duration: 1.0FTE for 12 months (part time negotiable)

Salary range: IUA Level 2 scale (commensurate with experience)

**Job Purpose**
The post holder will be part of a multidisciplinary research team, based at St James’ Hospital in Dublin, working on studies examining cognitive disorders. Current research focuses on Alzheimer’s and other dementias, mild cognitive impairment, brain-injury and healthy volunteers. Our studies use different methods including imaging, biomarkers and neuropsychological methods to assess healthy volunteers, carers and patients.

The current study portfolio is a combination of investigator-led (i.e. www.sense-cog.eu) and industry-sponsored studies.

The post holder will support different studies within the portfolio, taking on a coordinator as well as a front-line research role, which may include acting as an outcome rater and data collector in the context of clinical trial, an observational study and a validation study. This will involve conducting neuropsychological testing at the St James’s Hospital, in Dublin, Ireland, as well as organizing brain scans and other diagnostic activities. Other duties may include data management, report preparation, grant proposal development, research manuscript preparation, coordinating study team meetings, driving recruitment and conducting data checks and adhering to trial protocols.

The post holder will interface with the clinical team at St James’ Hospital’s Memory Clinic, the existing research team, as well members of the Clinical Research Facility (CRF) at St James’ Hospital, who will be supporting the trials.

**Main Responsibilities**
The post holder will gain experience with managing specific clinical research projects as well as study portfolio management. The aspiration is that the post holder will support the research team in developing the portfolio, for both investigator-led studies and industry-sponsored clinical trials. As such, all aspects of research study management will be required and all aspects of the research process may be involved.

The main responsibilities of the post-holder are to support the set-up, co-ordination, management and delivery of research studies; to undertake neuroimaging and psychological assessments of participants; follow quality assurance procedures to ensure that all data is accurately recorded;
conduct neuroimaging data analysis; liaison with international partners; contribute to the preparation of presentations, and manuscript publications.

1. **Project/portfolio Management and Support:**
   Communicate effectively with participants, the research team and other professionals as appropriate. Provide ongoing information, advice and support to individuals participating in research studies and their carers and act on any concerns raised in a timely manner. To support preparation for site initiations, periodic monitoring and safety reporting. The post holder will support the delivery of various internal/external audits. Ensure the research studies are carried out efficiently and effectively. Maintain study site files and documentation. Meet with and present to potential collaborators including funding bodies, pharmaceutical companies and others as required. The post holder will be expected to manage budgets related to the projects and line manage junior staff.

2. **Recruitment:**
   Recruit and screen participants to ensure the recruitment targets for the studies under her/his responsibility are achieved. Promote and maintain effective communication with research participants and members of the research team. Collaborate with external/internal academic colleagues. Attend multi-disciplinary meetings and clinics as appropriate. Evaluate participant eligibility for entry to the study by carrying out screening assessments.

3. **Assessments:**
   To undertake protocol-based neuroimaging and psychological assessments of participants, and monitor their condition throughout their participation.

4. **Data Management:**
   Ensure all adverse events and/or incidental findings are appropriately recorded and reported. Maintain accurate records and ensures all relevant information is documented in source data worksheets and patient medical records if applicable. Complete the electronic case report form in a timely and efficient manner. Obtain any missing data and resolve queries with the clinical investigators. To observe the confidentiality of participant information at all times, in accordance with the Data Protection Act. Contribute to reports or presentations as required by the principal investigators.

**Planning and Organising**
The Research Assistant will be required to support and attend research meetings, and other members of the team as necessary.

**Problem Solving**
The role will involve co-ordinating assessments and follow-up as necessary in accordance with research protocols. It will also involve neuroimaging data acquisition, storage, analyses, data sharing etc.

**Key Contacts/Relationships**
The post-holder will work with **Professors Iracema Leroi** and **Brian Lawlor** at the Global Brain Health Institute (GBHI) at Trinity College Dublin. Locally, they will work closely with clinical team at the Memory Clinic at St James’s Hospital, and the Clinical Research Facility (CRF at SJH). Internationally, they will also work closely with the PREVENT partners, Research Co-ordinator and the PREVENT Trial National Co-ordinator and other sites across the UK, as well as the Alzheimer’s Society, INSERM Neuroscience Unit, and Industry Partners, as well as the SENSE-Cog partners ([www.sense-cog.eu](http://www.sense-cog.eu)) across Europe.
Knowledge, Skills and Experience Needed for the Job

**Essential:**
- Previous experience in project coordination in the health sciences field for at least 4 years
- MSc in psychology, cognitive neuroscience, neuroscience, nursing, biomedical engineering, or related field (or equivalent experience)
- Knowledge of project management and clinical trial conduct and management
- Good Clinical Practice (GCP) for research conduct
- Experience working with older adults, particularly those with dementia (or similar conditions)
- Excellent computer skills
- Writing proficiency and manuscript preparation
- Self-motivated with the ability to work both as part of a multi-disciplinary team and able to take the initiative when working alone
- Evidence of formulating, planning and carrying out a research project
- Ability to guide and support other members of staff; effective team working
- Evidence of continuing professional development
- Excellent organisational skills and ability to prioritise work and meet deadlines
- Able to establish appropriate documentation and record keeping
- Good presentation skills and ability to prepare and present reports
- Assertive, confident and emotionally resilient
- Personal commitment, enthusiasm, professional attitude and positive role model

**Desirable:**
- PhD in health sciences
- Understanding of project management techniques
- Research study portfolio management and development
- Research grant proposal writing experience

**Job Context/Relevant Information**

One of the studies which you will work on (the PREVENT Research Programme: [http://preventdementia.co.uk/](http://preventdementia.co.uk/)) aims to identify potential biological or psychological risk factors of Alzheimer’s disease in a mid-life population in order to aid the future implementation of interventions before the presentation of symptoms. Another study will be [www.sense-cog.eu](http://www.sense-cog.eu) which is an EU-wide research program exploring links among hearing, vision and cognition in older people. It involves a clinical trial, led by the Dublin site, and a validation study of an adapted cognitive tool.

**Salary**
The appointment will be made on the Research Assistant Salary Scale at a point in line with Government Pay Policy.

**Application**
Completed applications should be emailed to leroi@tcd.ie with the subject line DEMENTIA Research Coordinator.

- A cover letter explaining why this position interests you and what you will bring to it
- Your curriculum vitae (maximum two A4 pages)
- Your transcript or grades (from MSc/BSc/BA)
- The names of three references with email addresses and phone numbers
- A sample of your writing
Closing date for receipt of applications is 5pm on December 20th 2020.