

POSITION TITLE	Manager, Research Centre for Women's and Infants' Health BioBank
DEPARTMENT/ UNIT	Research Centre for Women's and Infants' Health BioBank
EMPLOYMENT TYPE	Temporary Full time (12 Months)
HOURS OF WORK	37.5 hours per week (Monday – Friday)
EMPLOYEE GROUP	Non-Union
REPORTS TO	Dr. S. Lee Adamson, Director, Research Centre for Women's and Infants' Health BioBank
POSTING TYPE** (Internal or External)	Internal and External

Position description:

The Research Centre for Women's and Infants' Health (RCWIH) at the Lunenfeld-Tanenbaum Research Institute (<http://biobank.lunenfeld.ca>) is an internationally recognized research centre pursuing innovative research in reproductive biology, pregnancy, birth, and umbilical cord stem cells. It is closely integrated with the cutting-edge clinical programs of Mount Sinai Hospital, a regional centre and world leader specializing in the care of high-risk pregnancies.

The RCWIH is seeking a highly motivated, organized and detail-oriented individual with excellent communication skills who is comfortable working in a healthcare setting. As BioBank Manager the successful applicant must have a demonstrated ability to work independently, as well as in a team, to manage daily operations, oversee data and specimen accuracy, and liaise with researchers and clinical staff.

The successful applicant will require effective time management skills with the ability to work in a fast paced, flexible and diverse environment.

As the Manager with the RCWIH BioBank Program, the successful applicant will be directed by, and report to, the BioBank Director and the BioBank Governance Committee.

Duties:

- Maintain Research Ethics Board approval and ensure program staff adhere to highest standards of ethics and quality to meet needs of patients and investigators
- Study participant recruitment involving screening of prospective participant charts and electronic medical records, provision of written informed consent, participant monitoring and tracking from consent to delivery, and consult with and inform clinical care staff of anticipated sample collections and ensure collegial interactions
- Collect and process (i.e. PFA-fix, snap freeze) placentas and/or other tissue or blood samples in accordance with the RCWIH BioBank Standard Operating Procedures (SOPs)
- Develop and maintain SOPs that ensure appropriate processing and storage of samples in accord with investigators' requirements when special collections are approved by the BioBank
- Oversee program finances and supply purchasing

- Generate invoices and monitor client payment tracking
- Review and update BioBank cost recovery structure as needed, in consultation with the BioBank Director and Governance Committee.
- Consult with investigators regarding REB documentation, study requirements, sample requests and availability, as well as prepare letters of supports and formal quotes based on the BioBank cost recovery schedule
- New user recruitment, and preparation and distribution of advertising materials
- Perform database queries using investigator inclusion/exclusion criteria to select appropriate archived samples for their requests
- Coordinate the retrieval and distribution of research materials as required
- Arrange weekly fresh sample requests by coordinating BioBank staff and ensuring prompt notification of BioBank users and investigators regarding availability of samples
- Collect clinical data from patient charts, enter data, and ensure data and specimen archive accuracy
- Oversee prompt and complete data collection and entry; maintain sample status in database
- Oversee other BioBank staff, provide coverage for staff vacation/sick days, and coordinate night and weekend on-call coverage to ensure collection of high priority samples
- On occasion this position may include providing on-call support to BioBank part-time staff
- Monitor and maintain BioBank equipment and materials
- Prepare annual reports for presentation to the BioBank Director and Governance Committee

Required Education and skills:

Minimum of a Bachelors degree in Health Sciences, Medical Sciences, Life Sciences or Physiology (Master's degree preferred).

- Communication skills (verbal and written)
- Strong organizational skills
- Detail-oriented
- Ability to prioritize tasks and deadlines
- Ability to problem solve
- Self-motivated and able to work independently to complete the collective goals of the team
- Good judgment and decision-making
- Computer skills: Microsoft Office Suite, experience with Access preferred
- Comfortable working with human tissues and basic surgical instruments
- Signature and adherence to the Mount Sinai Hospital Confidentiality Agreement

Additional assets:

- Research/laboratory experience and technical laboratory skills

- Familiarity with and/or interest in obstetrics (preferred)
- Previous work experience in a healthcare and/or clinical setting
- Previous experience interacting with study participants/patients

Additional information/Special instructions:

If you are interested in this position please send your resume and cover letter by email to rcwih.biobank@lunenfeld.ca to Dr. S. Lee Adamson, Director of the RCWIH BioBank Program.

Posting open until:

Jan 2, 2017

In accordance with Institute's policy and legislated health and safety requirements, employment is conditional upon the verification of credentials, completion of a health review, and demonstrating proof of immunity and vaccination status of vaccine-preventable diseases.

The Lunenfeld-Tanenbaum Research Institute is a scent sensitive environment and all members of the community are expected to refrain from wearing or using scented products while visiting or working at the Institute. We also support a barrier-free workplace supported by the Institute's accessibility plan, accommodation and disability management policies and procedures. Should you require accommodation at any point during the recruitment process, including accessible job postings, please contact the Lunenfeld-Tanenbaum Human Resources Department