OPPORTUNITY IN RESEARCH

VOLUNTEER POSITION DESCRIPTION

Welcome to the Paediatric Research Organization in Gastroenterology Service (PROGrS) volunteer program!!

Purpose of the Position:

The purpose of this position is to enhance the broad field of research occurring within the paediatric gastroenterology & hepatology service by assisting with various projects currently underway within this specialty service. The paediatric gastroenterology & hepatology team is currently conducting several clinical trials as well as collecting prospective data using REDCap databases on multiple conditions found within this service.

Responsibilities and Activities:

We are interested in hiring up to 3 research volunteers starting March 15th 2018. Volunteer duties will include participating in each of the research projects currently underway within the paediatric gastroenterology & hepatology service. Duties may include:
- Data entry (clinical and demographic) into various REDCap databases
- Database auditing and data cleaning
- Preparing study folders and information packages
- Screening clinic lists for eligible study recruits
- Recruitment of patients and obtaining study consents
- Preparing medication and logs for shipping
- Follow up phone calls for study participants
- Preparing required REB documents and submissions
- Assisting in preparation and writing of manuscripts

Conditions & Environment:

Volunteers will be working in the paediatric gastroenterology and hepatology clinic as well as within the research office. Volunteers will have contact with patients.
Evaluations and feedback will be provided at 3 months and a final evaluation will be provided
upon completion of placement. Letter of reference will be provided by Dr. Andréanne Zizzo at completion of placement upon request.

**Time Commitment:**

One 6-8 hour shift per week

We require a 6 month commitment (minimum of 200 hours). There will be a 2 month probationary period beginning at the initiation of the placement. Paediatric gastroenterology and hepatology clinic office hours are Monday-Friday 0800-1600.

You must be able to commit to a minimum of 6 months. We cannot accommodate more than 1 week of vacation.

**Skills Experience:**

Volunteers must be attending university and pursuing a health related degree. Undergraduate students (minimum 3rd year) and graduate students working towards Masters/PHD will also be considered.

Depending on your commitment to the project(s), you may be considered for authorship on scholarly work arising from this project. In order to participate in this option you may be required to complete this work outside of your regular volunteer shifts.

Please respond at [https://redcap.lawsonresearch.ca/surveys/?s=LAH7XHMAT8](https://redcap.lawsonresearch.ca/surveys/?s=LAH7XHMAT8) no later than February 4th, 2018 with the following:

- Up to date CV
- Recent transcript
- Letter of interest
- A list of 3 references

Thank you for your interest in being a part of the PROGrS team!