

Rodent Study Coordinator

1.0 JOB SUMMARY

The Study Coordinator has the overall responsibility for the technical conduct of a study, as well as for the documentation and reporting of results. The Study Coordinator represents the single point of study control. The Study Coordinator will demonstrate an ability to not only perform duties requiring a high level of technical skill, but also show complete understanding of research, the objectives of the research being conducted, and be able to independently organize the equipment, staff, space and their own time to ensure that all deliverables are met. This position will be able to independently review study procedures and be able to conduct them without supervision. This position will also be able to train and lead other staff in study procedures. The Study Coordinator will also be able to identify possible flaws in study design, and report those flaws to the Scientific Director.

Supervisory duties may apply to this role at the discretion of the Rodent Manager. The SC Supervisor will collaborate with the Rodent Department Manager on the supervision and training of assigned Research Technicians, and oversee scheduling of personnel within the Rodent Department on study procedures. The SC Supervisor will have the capabilities of performing, assisting and training on most assigned rodent facility and technical tasks.

2.0 DUTIES AND RESPONSIBILITIES

2.1 KEY ACTIVITIES

STUDY COORDINATOR:

- Oversee, organize, implement and conduct various aspects of research studies.
- Coordinate and monitor study activities to ensure success and timely completion.
- Develop the skills to plan, design, and conduct studies.
- Coordinate sample analysis with internal and external laboratories, shipping and/or couriers while ensuring study timelines are maintained.
- Review study results and coordinate statistical analysis and reporting of results with Scientific Directors and/or technical report writers.
- Well versed in Microsoft Office suite (Excel, Word, PowerPoint)
- Develop and prepare study documentation to support carrying out of *in-vivo* studies such as study protocols, AUMs, etc.
- Formulate test articles with knowledge of basic chemistry principles, proficient with dosage calculations, mathematical manipulation and communicate results back to sponsors, as required.
- Work with internal Quality Control and contractor's QAU to ensure that studies are adequately monitored.
- Data entry, quality control and basic data analysis.
- Develop and revise relevant SOPs as requested.
- Perform technical procedural work as required (basic and advanced).
- Train staff on various procedures as appropriate.
- Able to lead and/or support new model development to meet sponsor needs

- Maintain sufficient inventory

and ordering of supplies

- Participate in internal working groups (animal care committee, health & safety, CTLS etc.).
- Inform Rodent Department Manager of department or operational issues or concerns and assist them in the maintenance and operation of animal facility and husbandry in accordance with CCAC guidelines and Animals for Research Act.
- Support internal and external recruitment process based on TPC standards and policies as appropriate
- Assume functions of various personnel as dictated by staffing requirements for individual studies and training
- Scheduling appropriately trained personnel for tasks
- Explain processes and techniques to new employees and visitors.
- Other duties as assigned

SUPERVISORY:

- Carry out performance management (PMR) of assigned research technicians
- Lead matters pertaining to human resources including performance reviews (PMR), corrective actions, accident reports, etc
- Ensure research technician training is scheduled, completed and kept up to date
- Recognize when re-training is due and plan for efficient scheduling of re-training with little to no interruption to department objectives
- Support and collaborate scheduling of research technicians for operational and study tasks, together with Rodent Department Manager and Study Coordinators, in order to carry out most efficient completion of daily expectations

2.2 DUTIES ASSOCIATED WITH THE RODENT WING

- General techniques:
 - Operate centrifuges and perform advanced blood separation.
 - Drug administrations (SC, IM, IP, IV, oral, interdermal, etc.)
 - Survival blood collection (saphenous, tail snip, submandibular, catheter, etc.)
 - Terminal blood collection, CSF sampling, tissue/organ extraction and weighing
 - Anaesthesia/Analgesia
 - Euthanasia
 - Restrain animals for procedures as needed
- Surgery Skills (an asset):

Perform aseptic surgical procedures from start to end independently, including but not limited to:

 - Incisional Surgery
 - Amygdala Electrode Implantation
 - Parathyroid Lesion Surgery
 - Wound Healing Surgery
 - Mass Removal Surgery
 - Gastrointestinal Surgical Models (ie. GI catheterization, Bile Duct/Gallbladder catheterization, etc)

- Vascular catheterization (ie.

Jugular, Carotid, Femoral, Portal, etc)

- CNS Surgical models (ie. ICV, EEG, Intrathecal dose administration, serial CSF collection via catheterization, etc)
- Epilepsy/Seizure Testing:
Perform seizure testing from start to end independently, including but not limited to:
 - 6Hz
 - MES
 - SC PTZ
 - Corneal Kindling
 - Amygdala Kindling
- Operant Testing (where applicable):
 - Lead operant testing and training in rodents
 - Lead operant testing and training with staff
 - Diagnose and repair box mechanical issues
 - Operant data interpretation/presentation
- Behavioral Testing:
 - Prepare rooms for testing
 - Ability to carry out testing and train other staff
 - Daily observations (health observations for safety studies)
- Data Management:
 - Ability to create basic graphs from experimental results using Excel
 - Understand basic data analysis (means, standard error, median, interquartile)
- Any other duties as deemed necessary

2.3 INTERACTION

This position requires coordination of resources (i.e. staff, equipment, space) with other Research Technicians, Animal Care Technicians, Study Coordinators and Scientific Directors. It also requires the ability to learn new skills and procedures as well as teach skills efficiently.

2.4 COMMUNICATION

Communications are with the Scientific Director, Study Sponsor, Rodent Department Manager and other facility staff and employees within the organization. Collaboration, execution, and reporting of the quality assurance program. Verbal communication is required to request and receive instructions for work, to report on activities, results, problems, and to participate in planning and scheduling of work and equipment use. Written communication is required for accurate and detailed recording of procedures, for reporting results and for completing

Preparation,
comprehension of written protocols and manuals is essential.

2.5 RESPONSIBILITY FOR THE WORK OF OTHERS

The Study Coordinator/Supervisor will be responsible for the work of subordinates, to ensure industrially acceptable levels of performance and report concerns regarding non-subordinate staff to the Rodent Department Manager and/or Human Resources.

2.6 RESPONSIBILITY FOR THE CARE OF INDIVIDUALS

The Study Coordinator/Supervisor will be responsible for enforcing company policies aimed to ensure the safety and well-being of TPC employees.

3.0 WORKING CONDITIONS

3.1 ENVIRONMENT

There will be occasional periods of several hours per day exposed to noxious odours from diagnostic/anesthetic materials and/or samples. There will also be the occasional need to work with chemicals in a controlled environment under chemical fume hoods and/or biosafety cabinet.

3.2 RISK TO HEALTH

There will be the occasional exposure to small quantities of toxic irritant or corrosive chemicals as well as exposure to freezers (-80°C) while storing and retrieving materials.

4.0 PHYSICAL REQUIREMENTS

4.1 PHYSICAL DEMANDS

Lifting animals in and out of cages on a regular basis, carrying liquid containers, carrying boxes weighing up to 20 kg and daily periods of keyboarding.

4.2 PHYSICAL DEXTERITY

Agility, accuracy, and consistency will be required while handling precision instruments such as, pipettes, balances, pH meters, surgical instruments. Strong fine motor skills in fingers, hands, and arms.

5.0 QUALIFICATIONS

5.1 EDUCATION

- Veterinary diploma or B.Sc. degree in a relevant field (e.g., Pharmacology, Pharmacokinetics, Veterinary Sciences, Biochemistry) or relevant direct experience.
- CALAS- RLAT Certified (preferred)

5.2 EXPERIENCE

- Proven organizational skills and attention to detail
- Demonstrated ability to communicate effectively orally and in writing
- Demonstrated ability to work in a team environment and to meet timelines
- Experience as a Research Technician II for at least 1 year or relevant experience
- Experience within a laboratory environment
- Experience handling confidential laboratory and scientific data
- Experience executing administrative strategies
- Experience training staff

5.3 KNOWLEDGE

- Knowledge of the basic principles of biology, immunology and chemistry
- Knowledge of the principles of safe handling of potentially pathogenic substances and contaminated materials
- Knowledge of CCAC and OMAFRA regulations
- Familiar with the following acts and regulations: ISO Guide 17025 (1990) and GLP (both Code of Federal Regulations and OECD guidelines).
- Knowledge of occupational health and safety practices
- Knowledge of the basic principles of scientific research
- Knowledge and understanding of TPC's Standard Operating Procedures
- Knowledge of computers, including word processing, spreadsheets and databases