

| | | | |
|-------------------|---|------------------------|--------|
| Job Title | Director of Research – Part Time | FLSA Status | Exempt |
| Reports To | Vice President of Strategy and Implementation | Supervisor Role | No |
| Department | | Effective Date | |

Summary of Position

The Director of Research will be a leader in research on the impact of advanced illness and support services on the population regionally and nationally, with a focus on emerging issues impacting advanced illness, including access to care, bereavement services, mental health, pain management, quality of life, reimbursement mechanisms, and cost of care. The Research c will develop relationships and work with the Foundation’s partners across the Midwest region and nationally to develop the Foundation’s collaborative research capacity, conduct cutting edge research studies and disseminate high quality product in cooperation with academic partners, state agencies, other Foundation staff, and community-based organizations. The Director of Research will work collaboratively with other Foundation staff to position The HAP Foundation as a nationally recognized center of excellence in emerging research topics that impact pediatric and adult palliative and bereavement care for individuals with advanced illnesses and their families

The ideal candidate must be extremely organized, detail oriented, and capable of working effectively, independently and as part of a team. This position allows for professional growth while positively impacting communities.

Essential Duties and Responsibilities

- Develops, coordinates and executes clinical research across the Foundation’s service area, and nationally, when appropriate, specializing in serious illness and grief, and focusing on emerging and relevant research issues pertaining to hospice, palliative care, and bereavement services
- Cultivates collaborative relationships with academic partners, physician specialists, community-based organizations and other entities, as appropriate, for the purpose of engaging in emerging palliative care research projects that will impact care quality, inform funding mechanisms, and direct local, state, and national policy
- Ensures research projects progress according to the developed research plan
- In cooperation with collaborative research partners, drafts and publishes articles in nationally recognized journals and other appropriate publications to disseminate the research and quality improvement studies undertaken by the Foundation
- Investigates, modifies, and applies new procedures, techniques, or applications of technology
- Establishes goals and operating procedures, practices, and guidelines for Foundation-based research and collaborative research activities
- Establishes, monitors, and oversees project budgets related to the Foundation’s research
- In collaboration with research faculty and personnel, participates as a skilled individual contributor, Principal Investigator, and/or researcher in Foundation research projects
- Manages financial, personnel, planning, compliance, and other administrative aspects of collaborative research project(s)
- Oversees activities related to data collection and analysis
- Coordinates the ethical, administrative and collaborative conduct of research studies including

study design, Institutional Review Board submission, recruitment, implementation, analysis and written summary ensuring adherence to federal, state and institutional regulations

- Protects patient and data confidentiality by ensuring security of research data and personal health information, in accordance with state, federal and institutional regulations
- Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives, and mandates
- Understands the federal research regulations and identifies the federal research organization's role in regulating human research participation
- Identifies, assigns and oversees the responsibilities of Principal Investigators, research team members, sponsors, contract research organizations (CROs), and regulatory authorities related to the conduct of a clinical trials and human subject research during collaborative projects
- Assesses and prioritizes education needs in collaboration with Foundation leaders
- Develops training materials and job aides to support and reinforce the delivery of research-based learning objectives
- Represents the Foundation at community outreach and fundraising events.
- Other duties may be assigned or required for the performance of this position.

Skills and Abilities

- Experience in Microsoft Office
- Ability to develop research program and work strategically with Principal Investigator(s)
- Ability to lead robust operational and financial analysis of study and/or program performance
- Ability to read and understand clinical trial and human subject research protocols
- Knowledge of regulatory policies and procedures
- Strong analytical skills
- Knowledge of grant and contract administration
- Familiarity with medical and scientific terminology
- Knowledge of Good Clinical Practices (GCP)
- Dynamic and engaging presentation skills
- Excellent verbal and written communication skills
- Strong organization skills
- Ability to make the complicated simple and discern key educational objectives related to complex processes
- Skilled in project planning, performance evaluations, and feedback tools
- Excellent interpersonal, written, and verbal communication skills with the ability to communicate effectively with internal and external stakeholders.
- Organization, project planning and problem-solving skills
- Supportive and collaborative attitude

Education, Experience & Certifications

- A Bachelor of Science in Nursing (BSN), Master of Public Health (MPH), or bachelor's, master's or Ph.D. degree in a relevant healthcare field
- A minimum of five years of clinical experience required
- Research certifications (e.g. Graham School Clinical Trials Management & Regulatory Compliance, SoCRA, ACRP)
- Experience managing research projects
- Experience with healthcare delivery systems, clinical practices, protocols and competencies, and healthcare policies, regulations, and accreditation standards

- Experience monitoring and auditing clinical research trials for compliance/billing accuracy
- Experience designing, developing, and executing programs, project plans, and policies and procedures
- Experience with best practices surrounding use of medical records
- Valid driver's license and auto insurance required

Work Environment and Physical Requirements

- Operates in a professional office environment and routinely uses standard office equipment.
- Travel to off-site meetings and other work locations
- Frequent standing, walking, bending, crouching, and reaching with hands and arms.
- Occasional lifting and moving up to 20 pounds

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date

EEO Statement: The HAP Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.