EpLink - The Epilepsy Research Program of the Ontario Brain Institute
University of Toronto | 1 King's College Circle, Room 4207 | Toronto, Ontario | M5S 1A8
www.eplink.ca | 416-978-0779

EpLink Neuroinformatics Lead

EpLink is looking for an individual with experience in database development. The incumbent will be responsible for working with clinicians and researchers to develop a variety of electronic case report forms to capture study data.

Primary Duties:
- Write, modify, integrate and test software templates and code for software applications that capture clinical, imaging and genetics data.
- Work with researchers/PIs to determine what types of information/questions should be captured in the eCRF to test or answer the hypothesis and/or questions of the researcher/PI; and ensure that the eCRF represents the protocol of the clinical trial.
- Create eCRFs as needed to capture fields in the clinical data capture web application system (i.e. REDCap) and utilize HTML and CSS to improve form functionality and aesthetics.
- Use R or Python to automate repeated data manipulation tasks, to perform QA/QC on data or to perform data cleaning.
- Work with the researcher/PI to set timelines for eCRF development.
- Work with the OBI and Indoc to establish milestones for project development timelines.
- Test draft eCRFs and review it with the researcher/PI; collecting feedback and making final adjustments.
- Manage research coordinators and assist with organizing monthly meetings
- Assist with the organization of various task force meetings (i.e. Seizure Frequency Task Force, EEG Task Force, etc)
- Write SOPs and how-to documents for study procedures to assist research coordinators
- Manage system access for new users and provide basic technical/troubleshooting support for the web applications.
- Demonstrate the web application program functions to new users as necessary.
- Request documentation from researchers to validate approvals from the Research Ethics Board, including patient consent forms.
- Provide analytical support as required, by conducting data cleaning; preparing scripts to organize, format and prepare data for statistical analysis software programs, and general database maintenance.

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Other Possible Duties:

- Maintaining and developing features for the EpLink and Ontario Epilepsy Guidelines websites.
- Providing general technical support to the EpLink office including maintaining the network, printers, fax machine and computers
- Providing technical AV support for setting up meetings and presentations.
- Preparing broadcasts and recordings of presentations.
- Managing accounts for EpLink emails (G Suite) and shared drive (Synology NAS).
- Editing audio and video recordings in Adobe Premiere and uploading them to social media outlets (i.e. YouTube) and/or to the EpLink/Ontario Epilepsy Guidelines websites.
- Providing support for print media creation in Adobe Illustrator (i.e. cleaning up documents before they go for print, ensuring correct colour space, adding bleeds to documents, etc).
- Managing an online portal for a program teaching strategies for memory improvement to people with epilepsy.
- Providing administrative and logistical assistance for fundraising events.

Requirements:

The ideal candidate…

- Is a recent graduate with a degree in informatics, engineering, computer science or related field.
- Has a firm understanding of the importance of research, knowledge of Ontario's neuroscience scene and is committed to improving brain health.
- Is creative, self-motivated and thrives in a fast-paced, collaborative environment.
- Has well-honed time management skills to clearly identify goals, translate plans into deliverables, track progress, and manage data.
- Is versatile and flexible in his/her ability to coordinate multiple tasks and anticipate/modify work plans to meet evolving priorities.

Other Details:

- Full-time position beginning November 25, 2019
- Hourly wage range: $25-$35

Application Procedure:

- Please send a cover letter and CV to khum@eplink.ca.
- For more information about EpLink, please visit www.eplink.ca

Revised: November 4, 2019