



Junior Investigator Symposium



Hiring and Managing Staff

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The Children's Hospital of Philadelphia®

RESEARCH INSTITUTE



Hiring and Managing Staff



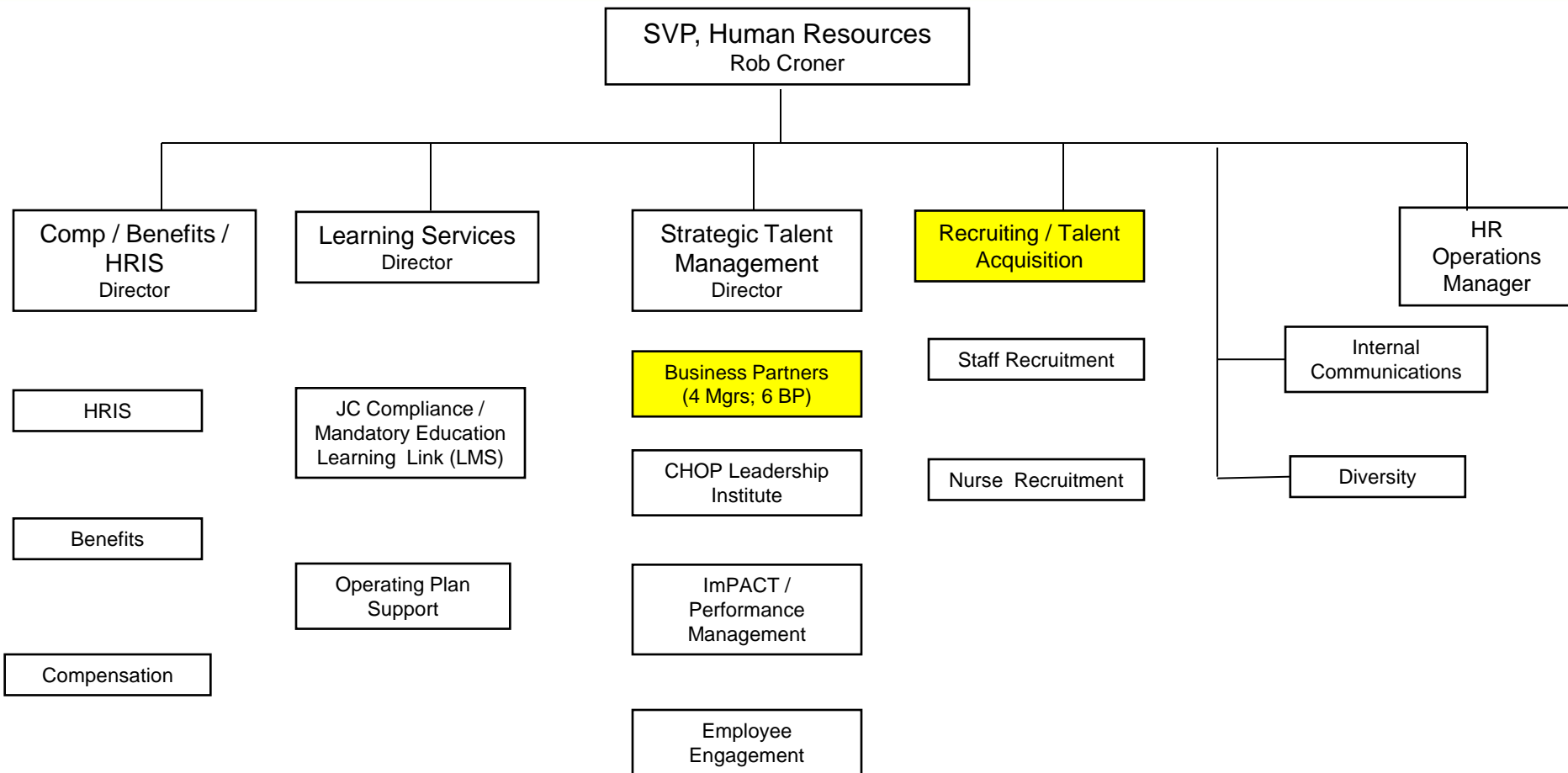
The Children's Hospital
of Philadelphia[®]

Hope lives here.





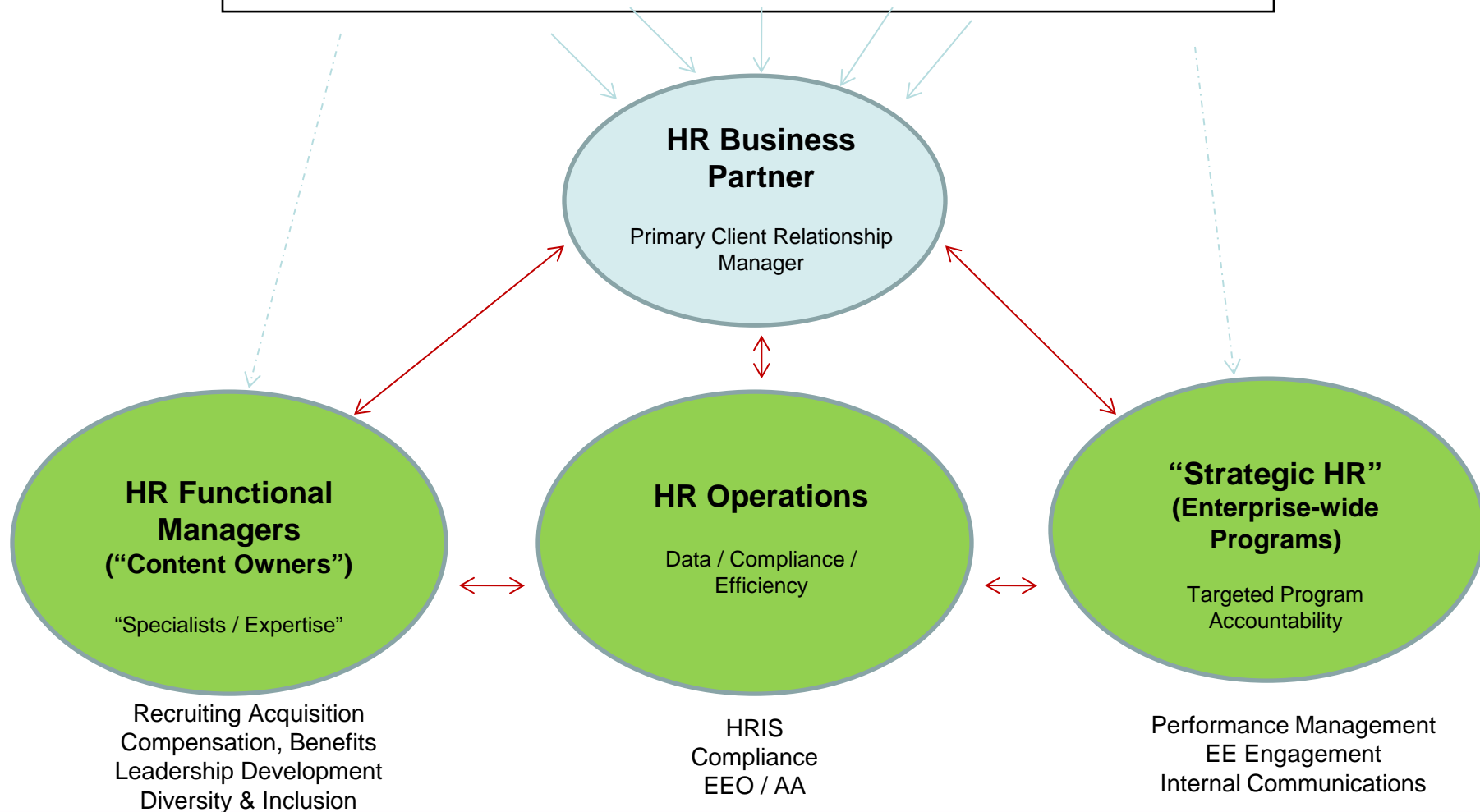
Human Resources





CHOP Human Resources “Service Delivery”

CHOP Research Institute





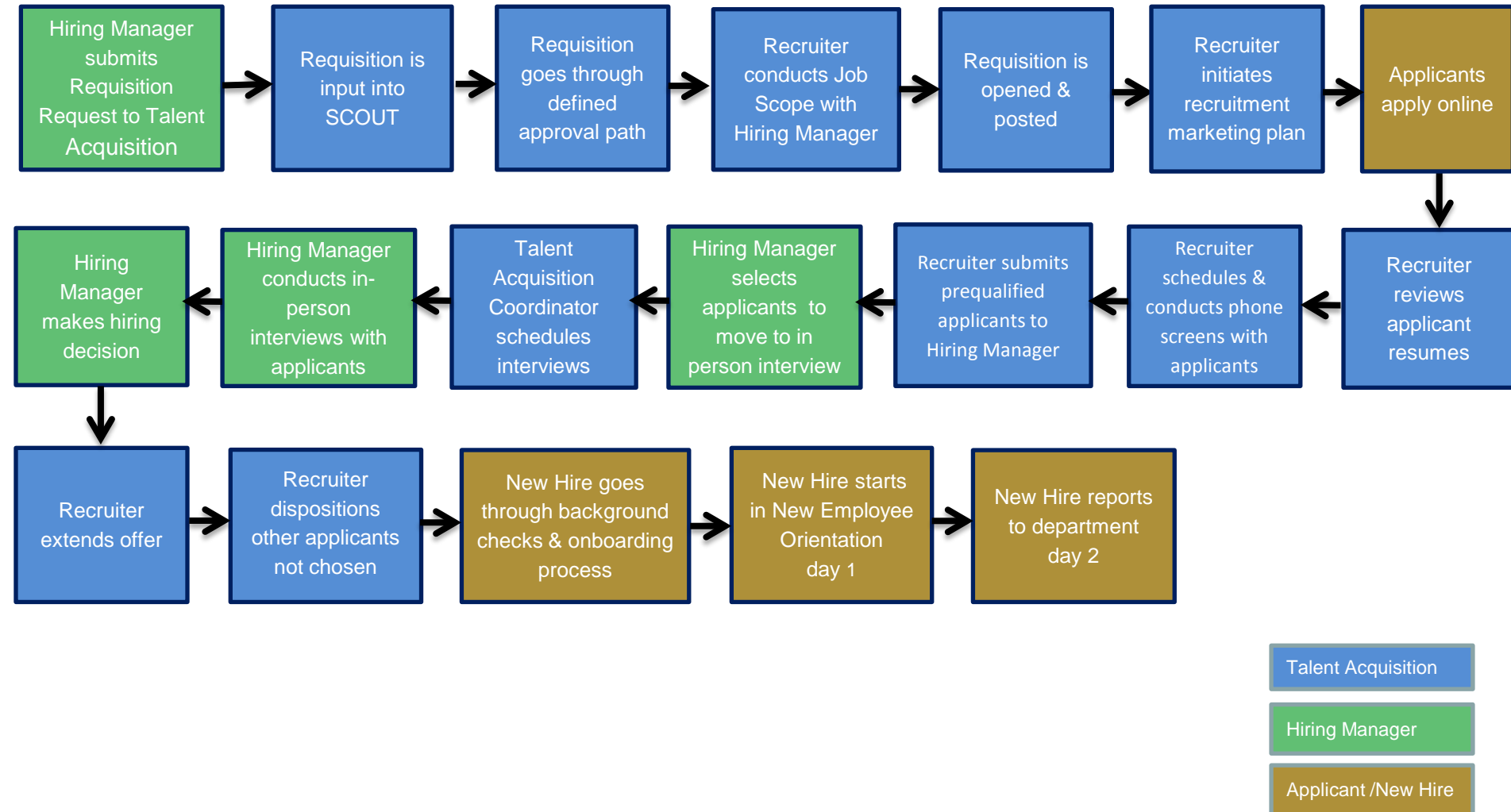
Recruitment/Talent Acquisition

Talent Acquisition

- **Attract, Recruit and Hire new talent for the Research Institute**
- **Facilitates the selection, offer and on-boarding processes in collaboration with the PIs and other areas of Human Resources**
- **Orchestrate internal movements through the job posting process**
- **Provides immigration and visa related assistance to PIs and foreign nationals**
- **Oversees and consults on permanent residency applications**



Recruitment Process





Research Roles

RESEARCH CAREER LADDERS

RESEARCH TECHNICIANS

Research Tech I

Minimum Requirements:

- Associates degree
- Relevant classroom or laboratory experience required

Research Tech II

Minimum Requirements:

- Bachelors degree preferred or
- Associates degree, 9 - 18 months laboratory experience required
- Relevant Internship experience considered

Research Tech III

Minimum Requirements:

- Bachelor's degree preferred, 12 - 24 months relevant laboratory experience beyond classroom / internship(s) experience preferred or
- Associates degree, 3+ years relevant laboratory experience beyond classroom / internship(s) experience required

Research Tech IV

Minimum Requirements:

- Bachelor's degree required
- Minimum 2 years relevant laboratory experience required.

RESEARCH ASSISTANTS

Research Assistant I

Minimum Requirements:

- Bachelor's degree, 3-5 years scientifically relevant experience
- Proficient in various research and/or analytical techniques required

Research Assistant II

Minimum Requirements:

- Master's degree preferred, 1-3 years scientifically relevant experience or
- Bachelor's degree, 4-6 years scientifically relevant experience required and
- Proficient in various research and/or analytical techniques required

RESEARCH ASSOCIATES

Research Associate I

Minimum Requirements:

- Terminal degree (MD, PhD, DVM), 1 or more years Post-Doctoral fellowship experience or
- Master's degree, 3-5 years of scientifically relevant experience required or
- Bachelor's degree, 7+ years of scientifically relevant experience required

Research Associate II

Minimum Requirements:

- Terminal degree (MD, PhD, DVM) preferred, 2 or more years Post-Doctoral fellowship experience
- 1-3 years scientifically relevant experience or
- Master's degree, 5-7 years of scientifically relevant experience required or
- Bachelor's degree 10+ years of scientifically relevant experience required

RESEARCH SCIENTIST

Research Scientist I

Minimum Requirements:

- Terminal degree (MD, PhD, DVM) Post-Doctoral fellowship experience preferred
- 0-2 years scientifically relevant post-fellowship experience or
- MS with 6-8 yrs. scientifically relevant experience
- 100% of their effort is funded by Principal Investigator(s) grants

Research Scientist II

Minimum Requirements:

- Terminal degree (MD, PhD, DVM) Post-Doctoral fellowship experience preferred
- 2-4 years scientifically relevant post-fellowship experience or
- MS with 10+ yrs. scientifically relevant experience
- Up to 50% of individual effort is self-funded (preferred)

Research Scientist III

Minimum Requirements:

- Terminal degree (MD, PhD, DVM) Post-Doctoral fellowship experience required
- 4-6 years scientifically relevant post-fellowship experience or
- Minimum 50% of individual effort is self-funded (strongly preferred).

TECHNICAL OPERATIONS MANAGEMENT

Research Lab Manager

Minimum Requirements:

- Terminal degree (MD, PhD, DVM) Post-Doctoral Fellow experience preferred
- 2-4 years scientifically relevant post-fellowship experience or
- MS with 6-8 years of experience or
- BS with 10+ years scientifically relevant experience required and
- 1-3 years staff management experience and
- 2-4 years laboratory direction / management experience required

Research Lab Director

Minimum Requirements:

- Terminal degree (MD, PhD, DVM) Post-Doctoral Fellow experience preferred
- 4-6 years scientifically relevant post-fellowship experience or
- MS with 8-10 years of experience and
- 2-4 years staff management experience and
- 3-5 years laboratory direction / management experience required



Research Roles

CLINICAL RESEARCH

SCIENTIST III

SCIENTIST II

SCIENTIST I

CLINICAL RESEARCH
ASSOCIATE II

CLINICAL RESEARCH
ASSOCIATE I

CLINICAL RESEARCH COORDINATOR/MANAGEMENT

ADMINISTRATIVE DIRECTOR

ADMINISTRATIVE MANAGER

PROGRAM
MANAGER II

RESEARCH PROJECT
MANAGER II

PROGRAM
MANAGER I

RESEARCH PROJECT
MANAGER I

CLINICAL RESEARCH
COORDINATOR IV

CLINICAL RESEARCH
COORDINATOR III

CLINICAL RESEARCH
COORDINATOR II

CLINICAL RESEARCH
COORDINATOR I

CLINICAL RESEARCH
ASSISTANT II

CLINICAL RESEARCH
ASSISTANT I

CLINICAL RESEARCH NURSE COORDINATOR

CLINICAL RESEARCH
RN COORDINATOR III

CLINICAL RESEARCH
RN COORDINATOR II

CLINICAL RESEARCH
RN COORDINATOR I

CLINICAL RESEARCH CAREER LADDER - UNDER CONSTRUCTION



Research Roles

CHOP - RESEARCH INSTITUTE PAID STUDENTS

POSITION TITLE	MINIMUM REQUIREMENTS
Student Assistant I	High School Student; Must be at least 16 years of age
Student Assistant II	High School Student; Must be at least 16 years of age
Student Lab Assistant I	High School Graduate; 1-2 prior internships or paid experience in a research lab environment Enrolled in undergraduate program at a 2 or 4 year college or university desirable Must be at least 16 years of age
Student Lab Assistant II	Bachelor's degree preferred Several internships or prior paid experience in research laboratories Pediatric research experience preferred Must be at least 16 years of age
Student Clinical Assistant I	High School Graduate 1-2 prior internships or paid experiences on clinical research studies Enrolled in undergraduate program at a 2 or 4 year college or university desirable Must be at least 16 years of age
Student Clinical Assistant II	Bachelor's degree preferred Several internships or paid experiences coordinating research study activities of varying size and complexity Pediatric clinical research experience preferred Must be at least 16 years of age



Contact Me

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Manager Talent Acquisition

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Staff Management

- **Business Partner Services**
 - We are responsible for understanding the client's business goals and objectives and partners with them to develop solutions and alternatives in pursuit of their business needs.
 - Our team consists of:
 - **Manager of Strategy and BP Services** - focus is Talent Management, Organizational Health, Organizational Dynamics, Training and Development.
 - **HR Business Partner** - *the main point of contact for all other HR related issues.*



Staff Management

- **Business Partner Services**
 - **The Business Partner Team manages and facilitates the full cycle of Human Resources operations and services for our clients (*Research*).**
 - **We build relationships with Investigators, business leaders and staff; act as a catalyst in developing HR solutions in the areas of:**
 - ***Talent Management***
 - ***Compensation***
 - ***Employee Relations***
 - ***Training and Development***



Contact Us

Beverly Sherbondy

Manager Strategy and
Business Partner Services

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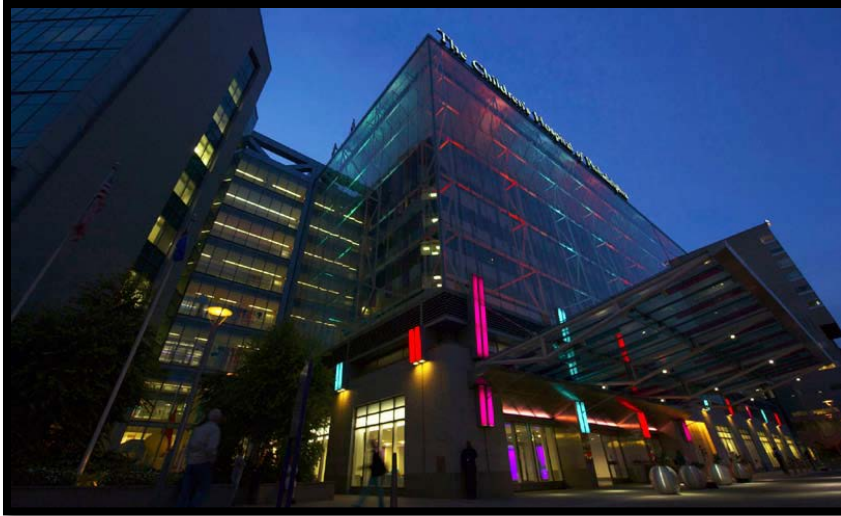
Leon Jones, Jr.

Senior Human Resources
Business Partner

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CENTER FOR INJURY RESEARCH AND PREVENTION (CIRP)



Dedicated to advancing the safety of children, youth and young adults through research and action.

- **Comprehensive**

From *Before-the-Injury* prevention
To *After-the-Injury* healing

- **Interdisciplinary**

Behavioral science ,clinical care,
engineering , epidemiology, public
health and communications

- **Engaged**

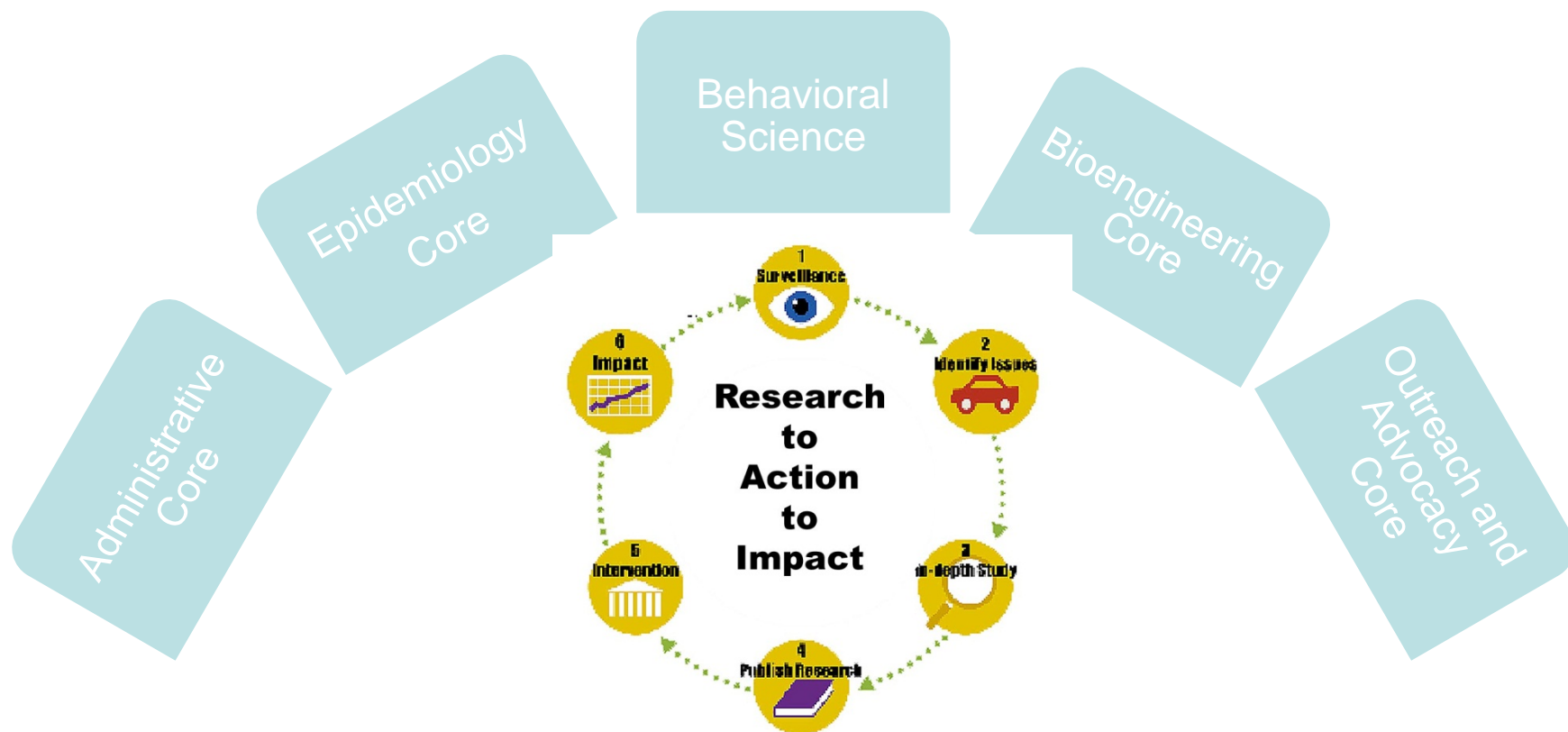
Large network of partnerships with
universities, government, industry and
non profit sector

- **Translational**

Practical tools & recommendations for
families, professionals and
policymakers



Core Groups





CIRP PEDIATRIC INJURY RESEARCH PRIORITIES



- Child Road Traffic Safety
- Young Driver Safety
- Pediatric Biomechanics
- Post-injury Care & Recovery
- Intentional Injuries
- Concussion
- Digital Health



CIRP TEAM

- 15 CIRP Investigators/Faculty
- 18 Managers/Research Coordinators/Research Assistants/Programmatic Staff
- 8 Outreach and Advocacy/Administrative Staff
- 52 Students (undergraduate and graduate)





Hiring Research Faculty and Staff

- HR Recruiter involvement
 - Working hand-in-hand with recruiter
 - Developing job descriptions
 - Identifying project needs
 - Student, RA, RC, Program/Project Manager
 - Marketing of position
 - Is targeted marketing needed?



Onboarding New Staff

- New Staff Orientation within the Department
 - Identifying key people to meet the new employee
- Mentors
- Learning CHOP internal systems
 - eSPA, eIRB, etc.



Managing Staff

- On-going, regular supervision and check-in meetings
- Mid-year and End of Year Performance Reviews
- Stay Interviews
- Staff Meetings, RC meetings, PI meetings, etc.
- Policies and Procedures



Contact Me

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Director, Center for Injury Research and
Prevention

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Clinical Research Support Office (CRSO)



The Children's Hospital of Philadelphia[®]
RESEARCH INSTITUTE



Clinical Research Support Office

Central office that can support your research project

- **Staffing and operations support personnel**
- Contract administrators to negotiate clinical trial agreements for industry-sponsored research
- Research navigation program to guide you to CHOP's resources for your study conduct.
- Recruitment Enhancement Core
- Regulatory and operational support to CHOP sponsors and sponsor-investigators in obtaining and operationalizing FDA regulated IND/IDE clinical trials

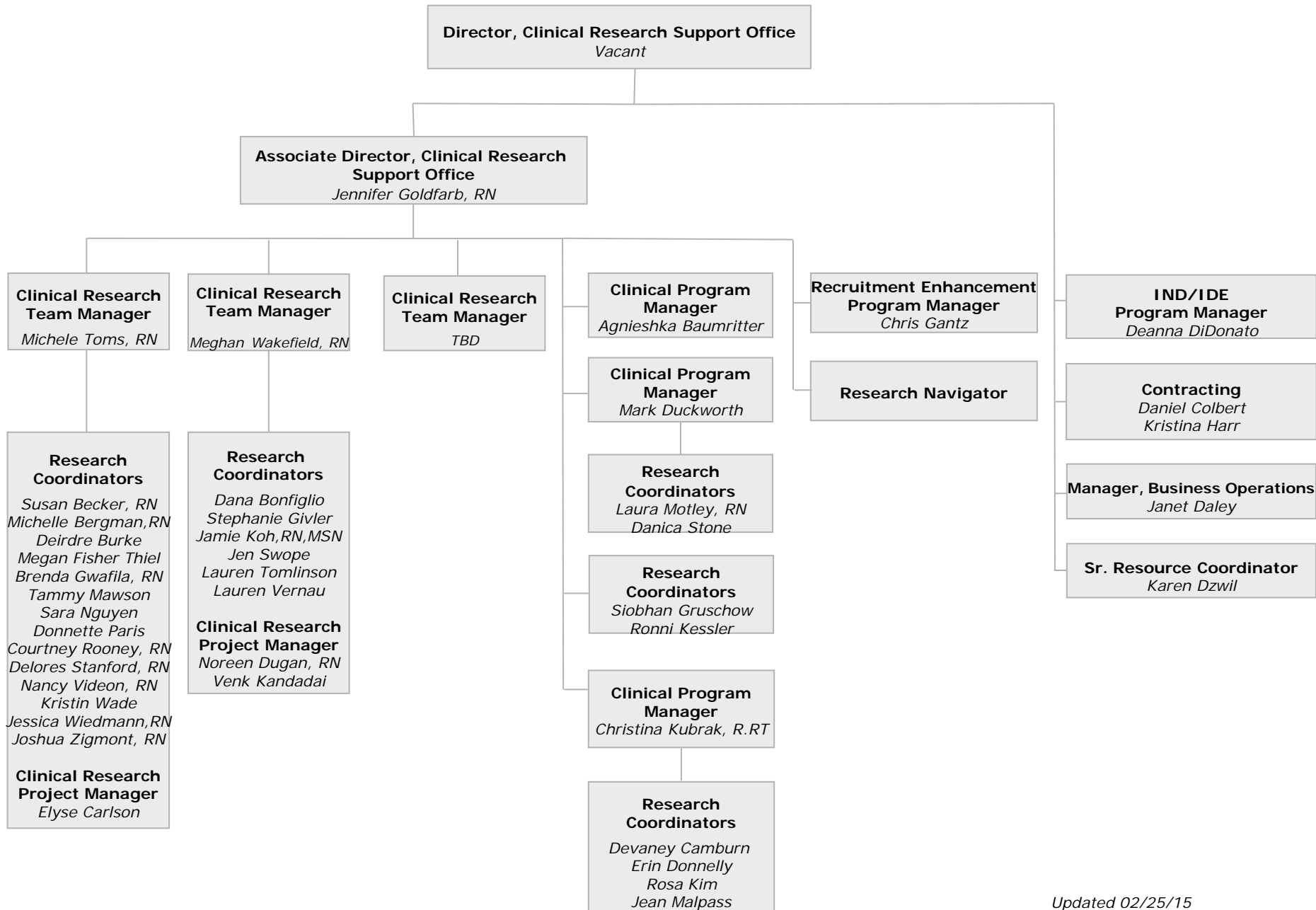


CRSO Mission

To make it *easier*
for investigators
to conduct
quality
clinical research



Clinical Research Support Office





The CRSO Team





Research Staffing-Operations Support

The **CRSO** research staffing core

- Assists with start-up, and execution of all types of clinical research projects
- Ensures compliance with local and federal requirements

Well-trained clinical research professionals who can be assigned to support any type of clinical research project

- Personnel
 - Clinical Research Coordinators
 - Research Nurses
 - Program/Project Managers
 - Clinical Research Team Managers - experienced oversight



What can our staff help with?

- Study start up activities
- IRB and regulatory submission process
- Preparation of regulatory documents
- Subject recruitment
- Informed consent process
- Coordination of study activities
- Completion of case report forms
- Data verification
- Tracking and reporting of serious and non-serious adverse events
- Drug accountability
- Sample collection and processing



Staffing Request Process

1. Investigator contacts CRSO with staffing request
2. Consult with investigator to determine need
3. Offer available staffing options
 - Existing staff availability
 - Need for new hire?
4. Contract created between CRSO and investigator for staffing request
 - % effort and length of time specified
 - Payment terms included
 - Flexibility to adjust contract terms



Advantages

- Staffing consultation
- Ability to fill your staffing need quickly
- Flexible staffing
 - Hire PT or FT
 - Adjust % if needed
- Cost and logistical efficiencies
 - Multiple FTEs, short term assignments
- Administrative oversight and training
 - Hiring, onboarding, orienting, training, management



Contact CRSO

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