



# Junior Investigator Symposium



## Hiring and Managing Staff

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The Children's Hospital of Philadelphia®

RESEARCH INSTITUTE



# Hiring and Managing Staff



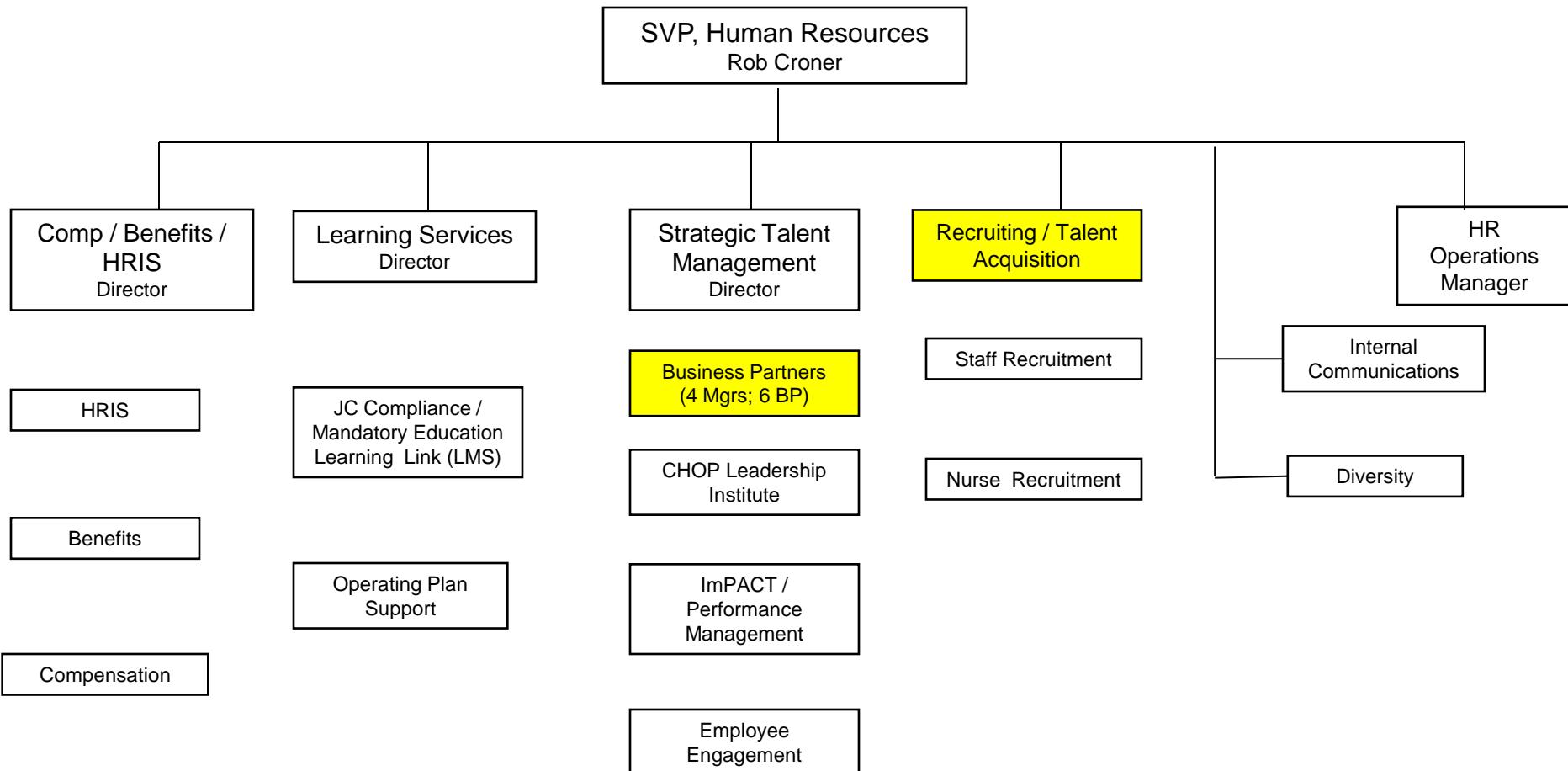
The Children's Hospital  
of Philadelphia®

Hope lives here.





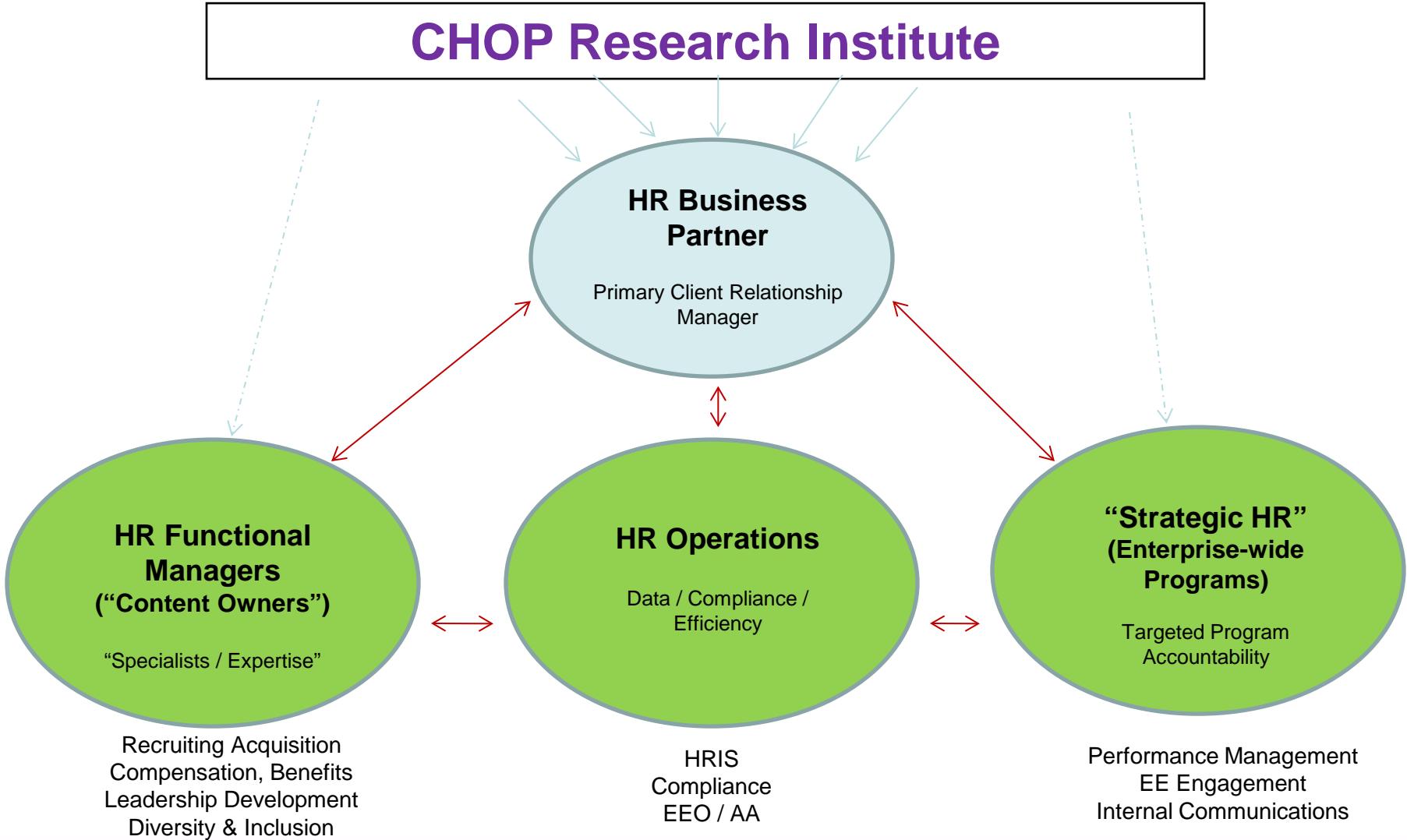
# Human Resources





# CHOP Human Resources

## “Service Delivery”





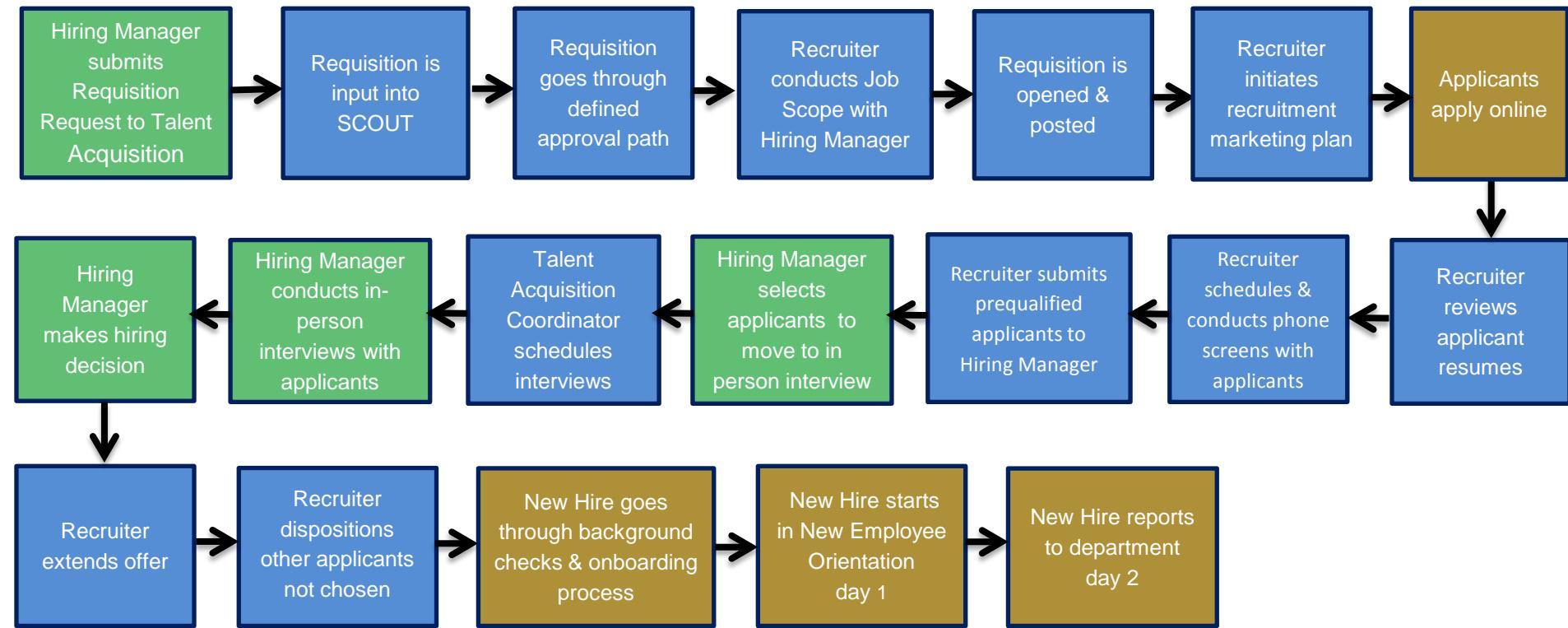
# Recruitment/Talent Acquisition

## 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**
- **Orchestrates 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



Talent Acquisition

Hiring Manager

Applicant /New Hire



# 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:

- Bachelor's 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
- 
- 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
<b>Student Assistant I</b>	High School Student; Must be at least 16 years of age
<b>Student Assistant II</b>	High School Student; Must be at least 16 years of age
<b>Student Lab Assistant I</b>	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
<b>Student Lab Assistant II</b>	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
<b>Student Clinical Assistant I</b>	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
<b>Student Clinical Assistant II</b>	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

Judi Dorazio

Manager Talent Acquisition

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- 215-901-4941

*General contact Info: 866.820.9288 or [talentacquisition@email.chop.edu](mailto:talentacquisition@email.chop.edu).*



# 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

- [sherbondyb@email.chop.edu](mailto:sherbondyb@email.chop.edu)
- 267-426-6564

## Leon Jones, Jr.

Senior Human Resources  
Business Partner

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- 267-426-6637



# CENTER FOR INJURY RESEARCH AND PREVENTION (CIRP)

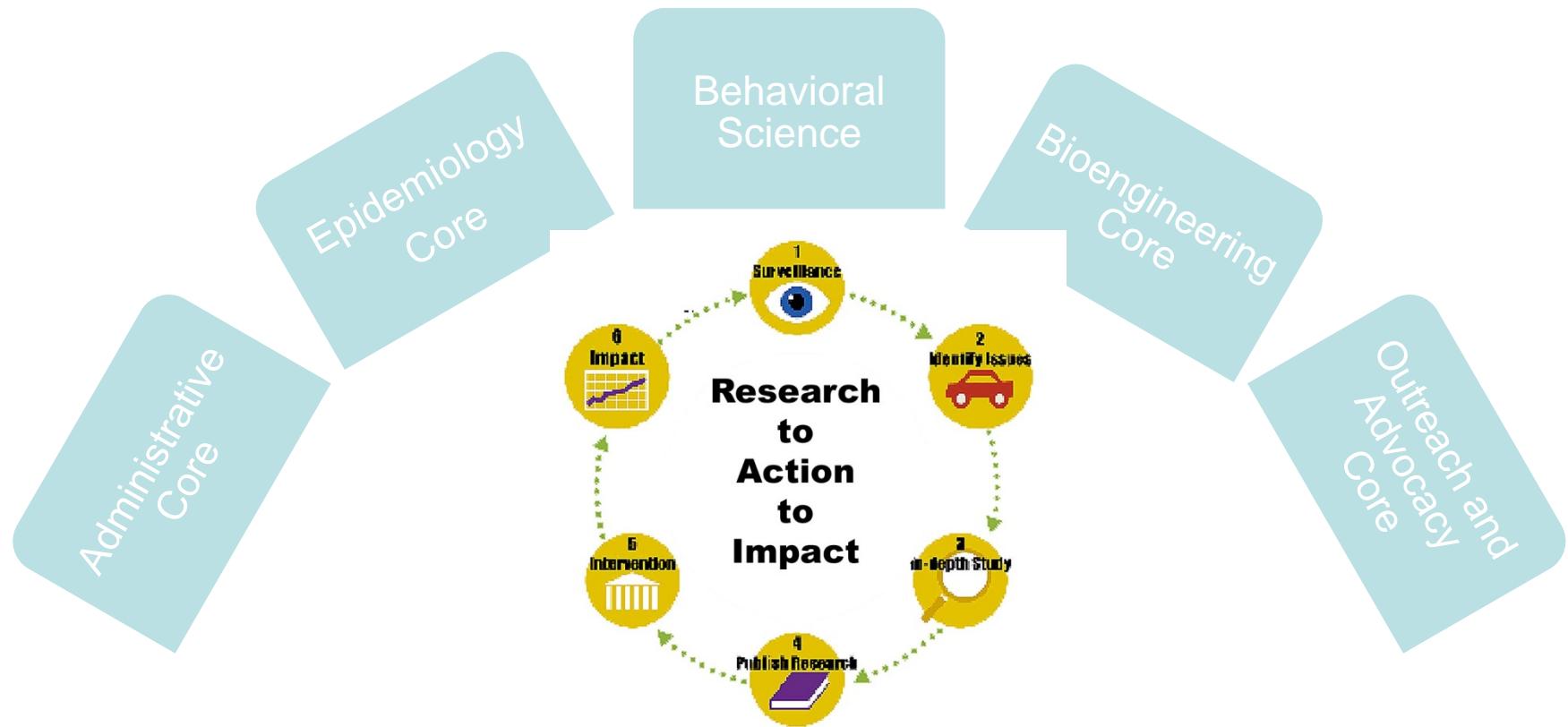


Dedicated to advancing the safety of children, youth and young adults through research and action.

- **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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- 267-426-2255

# 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

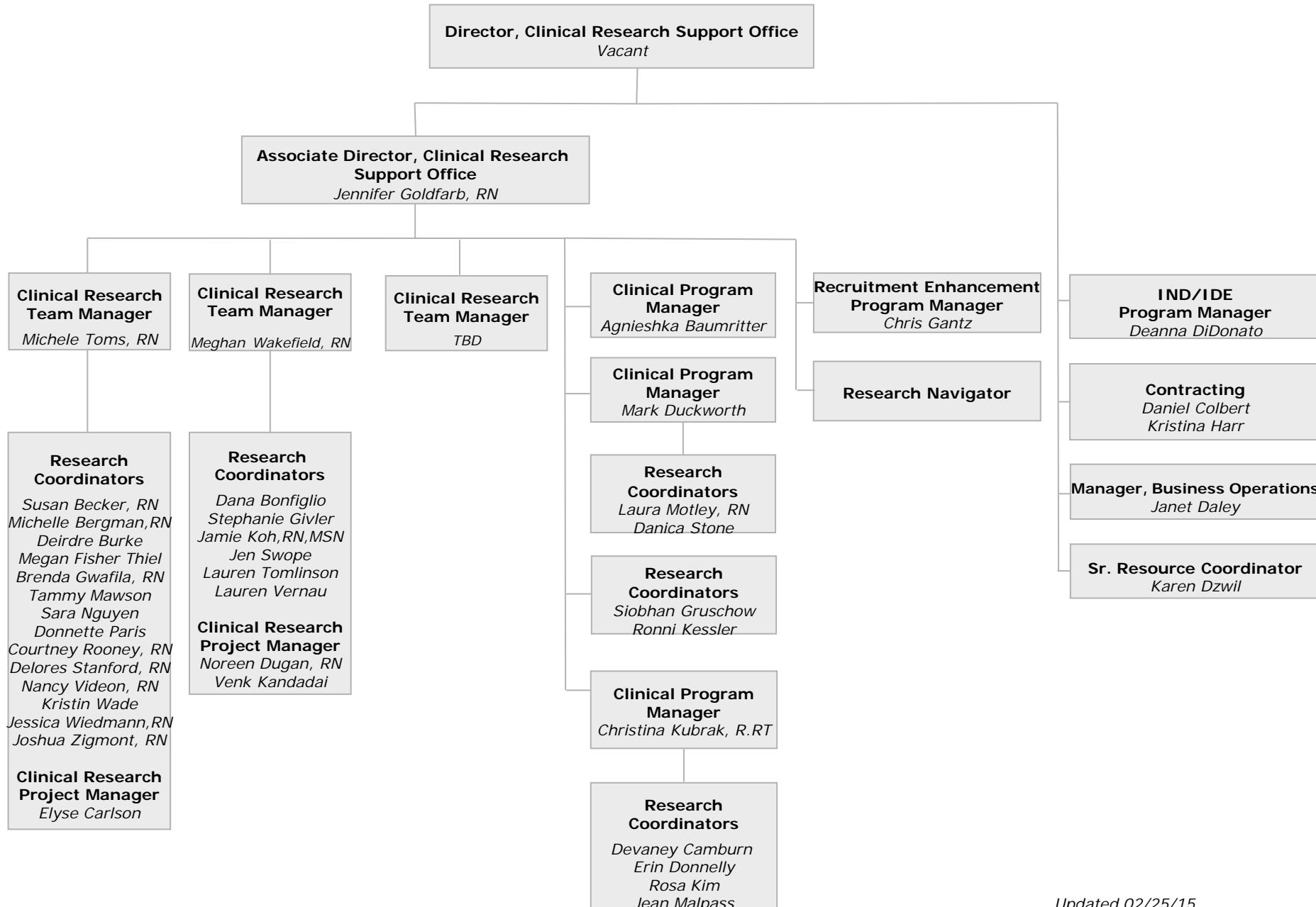


# CRSO Mission

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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Associate Director, CRSO

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