Introduction to Administration in the Department of Medicine at the University of Alberta

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Session Objectives

Two Main Goals:

1. To outline the expectations of a medical secretary in supporting the realization of the academic mandate of the Department

2. Discuss the resources available to support staff
Did you know....

Every faculty member has a unique job description

Job descriptions are made up of the following 4 components:

- Research
- Education
- Clinical
- Administration

The job description lets a faculty member know how much time to devote to each area
My faculty member doesn’t do much research, why is this important?

- The one constant in the Department of Medicine is change
  - New faculty members
  - New job descriptions
  - Changing positions
A Common Language

希腊语: διαχείριση

中文: 政府

俄语: Администрация

What is Administration?
Administration is performing or managing business operations
What is our Business?

• Supporting the clinical and academic needs of the faculty members in the Department of Medicine

• We provide a service and our goal is to meet or exceed the expectations of our clients
Research Administration Duties

Research Administration Duties Include:

• Grant Application Preparation
• Financial Account Management
• Assisting with the appointment of Post-doctoral Fellows
• Assisting with management of Graduate Students
• Document maintenance (ie: updating CVs)
Administrative Services – Office of Research

Dr. Evangelos Michelakis
Associate Chair, Research for the Department of Medicine

Eleni Dimos, Team Lead, Research
Office: 780-248-1491
e-mail: eleni.dimos@ualberta.ca
Administers strategic initiatives, projects and research resource development.

Lina Nasr, Research Admin. Assistant
Office: 780-248-1349
e-mail: lnasr@ualberta.ca
Provides support for grant applications, ethics approvals, internal CIHR grant review process, Research Day and Awards and Nominations.

Aileen Leskow, Graduate Education Advisor
Office: 780-248-1619
e-mail: aileen.leskow@ualberta.ca
Provides support for MSc and PhD student enrollment applications, post-doctoral fellowship appointments, assists with graduate student/post-doc funding opportunities and the Graduate Education Committee.
Administrative Services – Research Finance

Len Wong
Business Manager, Department of Medicine
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VACANT
Financial Administrator, Department of Medicine
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- Cardiology
- Pulmonary Medicine
- Endocrinology
- General Internal Medicine
- Hematology
- Rheumatology

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- Nephrology
- Infectious Diseases
- Dermatology
- Gastroenterology
- Neurology
- Geriatrics

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- Chair Accounts
- Epicore
- Centre for Health Evidence
- Endowments
- Medical Education (PGME/AIMG)
- Admin Travel Claims

UNIVERSITY OF ALBERTA
DEPARTMENT OF MEDICINE
An Overview of Training Resources available at the UofA
Research Services Office (RSO)

The Research Services Office (RSO) supports researchers by:

• Identifying potential research funding sources
• Processing of applications and awards
• Provides financial management of awards

Website: http://www.rso.ualberta.ca
Research Services Office (RSO)

Website:
http://www.rso.ualberta.ca

- From the homepage, you can view the University’s Research Policies and Procedures, view funding opportunities, learn about managing research funding and more
Research Services Office (RSO)

Website: http://www.rso.ualberta.ca

- Don’t forget to subscribe to the “Target Point” newsletter under the Funding Opportunities heading

- You can also learn about and register for various research-related workshops and seminars
The “Managing Research Funding” tab will provide links to information on eTRAC and Grants 2.0 – the financial systems at the UofA.
Did you know...

- The Research Services Offices offers a training day for all administrators on Campus – Research Administration Day

Courses Include:
- RAD 101 Introduction to Research Administration
- RAD 102 Eligible and Ineligible Expenses
- RAD 201 FSGLV10 Report
- RAD 201 FSGLV41A Report
- RAD 201 FSGLV46 Report
- RAD 201 Guide to Financial Management
- RAD 201 Research Reporting
- RAD 202 Research Agreements and Contracts
- RAD 301 Copyright
- RAD 301 Intellectual Property
- RAD 302 Research Ethics
- RAD 401 Research and Compensation
- RAD 401 Research and Compensation Handout
- RAD 402 Resignation and Retirement
Research Facilitation Office (RFO)

• The Research Facilitation Office (RFO) is an extension of the Research Services Office (RSO)

• There is a RFO for each Faculty (ie: Faculty of Medicine and Dentistry, Faculty of Arts etc)

• Medicine and Dentistry  
  207 Heritage Medical Research Centre  
  Phone: (780) 492-1605  
  Fax: (780) 492-1710  
  rfomeddent@rso.ualberta.ca
Research Ethics Office (REO)

- Research with human participants conducted by staff and students must be conducted according to generally accepted ethical principles. This is to protect both the participants and the researchers.
- The REO is the office at the University of Alberta that receives and evaluates applications for Ethical Approval.
- Investigators complete a questionnaire in regard to their proposed study using the Health Research Ethics Online (HERO) system.
Website: [http://www.reo.ualberta.ca/](http://www.reo.ualberta.ca/)

On the REO website, there is information on:

- Upcoming meeting dates and deadlines
- Ethics Review Board members
- Forms for access to HERO system
- Training and workshop information
Research Ethics Office (REO)

Website: http://www.reo.ualberta.ca/

- Select “REO Training” for information on upcoming training courses
Department Ethics Review Process

The Principal Investigator (PI) completes a HERO application outlining their study proposal

The PI prints their HERO application and submits a copy to their Divisional Director (DD) for review

PI completes and signs an "Ethics Internal Approval Request Form" and uploads the signed version to HERO under "Other Documents"

PI submits HERO application to the DoM Internal Reviewer for review using the HERO system

DoM Internal Reviewer reviews HERO application and either requests changes or issues approval

Once approval is received, Chair approves application via HERO. HERO application is now with HREB for review. The HREB will notify the PI of the panel's decision

Please note that the Department of Medicine Internal Review is conducted prior to your application going forward to the Health Research Ethics Board (HREB). The Department of Medicine does not grant Ethical Approval for studies. The body that grants ethical approval is the HREB.

If you have any questions about this process, please contact Lina Nasr, Research Administration at: inasr@ualberta.ca (http://www.medicine.med.ualberta.ca/Research/Ethics.aspx)

The Department of Medicine will make every effort to review HERO applications as quickly as possible. With the recognition that changes are sometimes required before approval can be issued, it is recommended that PIs allow at least 2 days for the department approval process.
Northern Alberta Clinical Trials Research Centre (NACTRC)

NACTRC provides support services for researchers and support personnel in regard to Clinical Trials.

Website: [http://www.clinicaltrials.ualberta.ca](http://www.clinicaltrials.ualberta.ca)
What is a Clinical Trial?

• A Clinical Trial is a study that is designed to collect data on the safety and efficacy of health intervention tools (ie: new drugs, diagnostic devices or therapy protocols)

• These trials can take place only after satisfactory information has been gathered on the quality of the non-clinical safety, and Health Authority/Ethics Committee approval is granted in the country where the trial is taking place.
What Services does NACTRC Provide?

- Archiving Clinical Trial Study Documents
- Creating Clinical Trial Budgets
- Contract Negotiations
- Data and Safety Monitoring Board (DSMB) Assistance
- Health Canada Clinical Trial Application (CTA) Assistance
- PI-Initiated Trials support
- Protocol Review
- Protocol Risk Assessment
- Registering Your Clinical Trial
- Research Study Accounts
- W-8BEN form completion
- Writing a Research Protocol
Northern Alberta Clinical Trials Research Centre (NACTRC)

Website: http://www.clinicaltrials.ualberta.ca

- From the homepage, you can sign up for the NACTRC newsletter
- Select “Education and Training” for information on upcoming training courses
Northern Alberta Clinical Trials Research Centre (NACTRC)

NACTRC offers training programs related to Clinical Trials Research.

Examples of Courses include:

• Study Coordinator Training Program

Website: [http://www.clinicaltrials.ualberta.ca](http://www.clinicaltrials.ualberta.ca)
Human Resource Services

Human Resource Services offers training and orientation programs, many of which are free and some are even offered during lunch hours.

Website: www.hrs.ualberta.ca
Website: www.hrs.ualberta.ca

- From the Human Resource Services Homepage, choose “Learning and Development” to access training courses, workshops, and seminars.
Human Resource Services

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Examples of Courses include:

- Supervisory Leadership Program
- Tips for Smooth Grant Proposal Review and Approval (Sign-off) at the University of Alberta
- Inviting International Research Visitors to Campus Workshop
- Lunch and Learn: Handle with Care: Conflict Resolution in the Workplace
Technology Training Centre (TTC)

- [http://www.ttc.ualberta.ca](http://www.ttc.ualberta.ca)
- You can find information on courses designed to improve your computer skills.
Technology Training Centre (TTC)

- Select “Publications” from the side menu to view past newsletters
Training videos include:

- Navigating in MS Word and Excel
- Selecting Text in MS Word and Excel
- MS Office 2007 and 2010 Quick Access Toolbar
- MS Outlook Calendar Tips
- Remove Formatting from Text in MS Word
Questions?