

**APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED BY UWOSA
COLLECTIVE AGREEMENT
(Reference Collective Agreement Article 44)
Attention: Job Evaluation Appeals Committee**

(A) Contact Information:

Name of person requesting appeal: RUTH BULLAS
Title: NEPHROLOGY RESEARCH COORDINATOR
Phone: 685-8300 EXTENSION 34769
Email: rbullas@julian.uwo.ca
Department: MEDICINE

(B) Position Information:

Current Incumbent: RUTH BULLAS
Current Classification: RESEARCH ASSISTANT
Classification Being Appealed: RESEARCH ASSISTANT
Date Evaluation Results Letter Received: _____

(C) Information Required For Job Evaluation Appeals Committee:

Reason for the appeal: _____
SEE ATTACHED

Supporting Information (Optional): _____
SEE ATTACHED CURRICULUM VITAE

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing: Ruth Bullas Date: June 13, 2000

Please forward form to JEAC c/o Department of Employee Relations, Room 262, SLB

FOR EMPLOYEE RELATIONS DEPARTMENT USE ONLY:	
As applicable, copies of this form have been forwarded to the following:	
<input checked="" type="checkbox"/> Employee	<input checked="" type="checkbox"/> Supervisor
<input checked="" type="checkbox"/> Dean (or designate)	<input checked="" type="checkbox"/> Budget Unit Head (or designate)
	<input checked="" type="checkbox"/> UWOSA

APPEAL OF POSITION CLASSIFICATION

I believe that I have been incorrectly classified as a Research Assistant. I feel that this is incorrect as I really do not "assist" anyone in actually performing the study related procedures. I have 17 years of experience as a Research Coordinator and although, I am under the supervision of the physicians involved in the research studies, I am responsible for the majority of the day to day running of the clinical research projects. I am currently responsible for the implementation and completion of several clinical research studies involving all of the London teaching hospitals. Among other things, my responsibilities include budget development and administration, the completion and submission of both government and ethics documents and the completion and submission of required hospital documentation. I am the primary contact for the patients, pharmaceutical companies, the laboratories, the pharmacists, the nurses and the physicians for any study related issues. I screen patient charts for eligibility, obtain informed consent, schedule patient visits and procedures, perform the study visits with the patients and complete the case report forms. I am also coordinating a clinical research study in seven centres across Canada. I am the immediate supervisor of a research assistant and I develop her work schedule and oversee her day to day work. As you can see from the partial list of my responsibilities, I am an integral part of the functioning of the Nephrology research and as such, I feel that my position classification should be reviewed. Thank you.

UWOSA JOB EVALUATION RECORDING FORM

Case Support Plan

(APPEAL)

Dept: Department of Medicine
 Dept. Num: 370910
 Incumbent: R. Bullas

Cite Mem. Present: UWOSA: D. Hassall, J. Sparks
 ADMIN: V. Smith, S. Demaray

BENCHMARK JOB NUM: 22.1
 Job Title: Rsch.Asst.(SG10)
 Eval. Date: 07 12 2000

I	II	III	IV	V	VI	VII	VIII	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile			
													+	=	-	X
								Job Knowledge	2 yrs college or B.Sc required; 2 yrs experience in co-ordinating clinical trials	Educ	4					X
								Initiative	definitive objective set by supervisor; individual left to go ahead on their own.		E	115				X
								Complexity/Judgement	Work involves a variety of tasks		4	55				X
								Contacts	Regular contact with the public; requires courtesy and tact		4	35				X
								Errors	procedural errors resulting in possible delays (example is failure to relay information re: health concerns to patients or supervisors)		3	45				X
								Supervision of Others	Immediate supervision of one research assistant	Char.	5					X
								Effort/Demands	Nature of job requires some physical effort	Scope	A	35				X
								Physical Environment	Agreeable; equivalent to normal office conditions		2	30				
											1	10				

Total Pts: 370

CLASSIFICATION ASSIGNED

Rsch.Asst.(SG10)

Level: S.G. 10 EVAL. DATE: 07 12 2000

Co-Chair Signatures: UWOSA: J. Sparks
 ADMIN: V. Smith

APPEALRBULLAS

QUESTIONNAIRE

COMPENSATION DEPARTMENT

SOCIAL INSURANCE NO. _____

PRESENT INCUMBENT
SURNAME INITIALS

POSITION IDENTIFICATION
DEPT. NO POS'N NO 22.1

BULLAS R.

353A 5045.

370910

~~ETAC~~

Resch Assst (SG10)

BASIC POSITION INFORMATION

DEPT. NAME Department of Medicine

SECTION NAME Nephrology

LOCATION University Hospital

WORK WEEK HRS. 37.5 hours/week

FOR SALARY ADMINISTRATION USE	
CLASS: N <u>Research Asst</u>	EFF: <u>9/1/98</u>
CLASS: D <u>08-21</u>	EFFECT: _____
Date _____	Date _____
ANALYST: <u>[Signature]</u>	

SUPERVISOR SURNAME MURHEAD INITIAL N

PHONE 663-3350

*Appeal 07/00
Mle
JEAC.*

1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	%
1.	Identify and screen patients for eligibility in clinical trials. Complete patient enrolment.	10%
2.	Schedule tests related to clinical trials according to trial protocol. Follow-up results of tests.	15%
3.	Conduct data collection for each patient at all study visits.	15%
4.	Complete case record forms for each patient at each study visit.	10%
5.	Conduct quality of life evaluations at all scheduled patient visits according to protocol.	20%
6.	Provide liaison with study investigators and sponsors.	10%
7.	Handling patients inquiries/concerns.	10%

NO. OTHER DUTIES (less than 10%)

- Oversee study budget and arrange prompt payment of accounts.
- Collection of costing data as required in the economic evaluation.
- Preparation of ethics submissions/amendments.
- Database administration.

- 2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT DIRECTLY AND FORMALLY TO YOU.

records...) Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (eg. Filing)
		From (month)	To (month)	

- 3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM REGULARLY.

- Training and guidance for new employees
- Work distribution and/or verification of results
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement: _____

4. IF YOU COMPOSE (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
<input checked="" type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Complete Composition <input type="checkbox"/> Partial composition with general direction (verbal or written) <input type="checkbox"/> Prescribed format	Pertaining to the day to day running of clinical trials i.e. to patients, physicians, sponsoring agencies, other departments.
<input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/> Complete composition <input type="checkbox"/> Partial composition ... <input type="checkbox"/> Prescribed format	Relating to patient accrual, adverse events, budgets.
<input checked="" type="checkbox"/> Other:	<input checked="" type="checkbox"/> Complete composition <input type="checkbox"/> Partial composition ... <input checked="" type="checkbox"/> Prescribed format	Submissions/amendments to ethics review board, adverse event forms (HPB), operations manuals.

- 5) WHAT ARE THE MINIMUM SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE REQUIRED TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

- Minimum 2years experience in supervising clinical trials.
- Excellent knowledge and experience in working with a wide variety of quality of life measurements.
- Experience in economic evaluations in clinical trials.
- Excellent organizational and problem solving abilities.
- Experience in working within a hospital setting.
- Good computer skills-knowledge of appropriate software.
- experience in budget administration.
- experience in database administration.

- 6) PLEASE DESCRIBE THE NATURE AND FREQUENCY OF THE SUPERVISION YOU RECEIVE.

- Must be able to work independently with a minimum of supervision.

7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?
 - Any problems arising from the day to day management of the clinical trial - including the scheduling of appointments/tests.
 - Inquiries from patients, other departments, sponsoring agencies.

8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?
 - Significant changes in patients condition/adverse events.
 - Major changes to study protocol.

9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)
 - The majority of activities will be organized by the research coordinator including:
 - patient scheduling - quality of life interviews - daily.
 - scheduling of various tests/procedures - daily.
 - monitoring visits - monthly

10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR MOST IMPORTANT CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

CONTACT'S TITLE	LOCATION (inside outside) dept dept	FREQUENCY (dly wkly mthly)	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
1. Purchasing Agents			
Patients	Referred to the Dept of Medicine	daily	- schedule tests, perform quality of life interviews, answer concerns.
Sponsoring Agencies i.e. CRA	Outside Dept	weekly	- provide information regarding patie accrual, monitoring visits.
Laboratory personnel	Outside Dept	daily	- scheduling of patients tests/proced
Nurses	Inside/Outside Dept	daily	- scheduling of patients visits/pt ca
Pharmacists	Outside Dept	weekly	- drug maintenance and disposition

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Secretaries	Inside/Outside Dept	daily	- scheduling of patients visits.
Computer programmers	Outside Dept	monthly	- consult with regarding the database
Statistician	Outside Dept	monthly	- consult with regarding statistical analysis

Staff _____
 Member Present Classification _____

Signature _____

Immediate Supervisor _____


 Signature _____

Date _____
 Date 8/2/95

Subject: Ruth Bullas

Date: Fri, 07 Jul 2000 14:39:26 -0400

From: Donna Chute-Dolan <perdec@julian.uwo.ca>

Organization: University of Western Ontario

To: Connie Zrini <czrini@julian.uwo.ca>, debbie <debbie@housing.uwo.ca>, mbroadfo <mbroadfo@julian.uwo.ca>, sdemaray <sdemaray@julian.uwo.ca>, "Valerie.Smith" <Valerie.Smith@lhsc.on.ca>, bumbacco <bumbacco@housing.uwo.ca>, Corinne Bender <bender@stats.uwo.ca>, "J.Sparks" <jsparks@housing.uwo.ca>, Bob Baron <perrlb@julian.uwo.ca>

In reply to Jackie's questions, I have been in touch with Ruth Bullas's supervisor. There is no clear educational program that provides the necessary experience in supervising clinical trials, the supervisor felt that a two year community college program or a Bachelors degree would provide the framework on which to develop the nessary skills through on the job experience.

The supervision of another research assistant is a recent change to the job - Ruth has only been doing this for the past year, not since the time the original job description was written. The other research assistant works on a part-time basis, hours varying based on the number of clinical trials being run - right now she is averaging about 25 hours per week.

I am sending the supervisor a copy of the job description and he is prepared to rewrite it based on the new responsibilities being carried out. This probably should have been done last fall instead of appealing a decision made on a job description that was no longer accurate. I don't know how you want to deal with this new information - continue with the appeal based on the educational information provided? refer it back to Salary Administration to deal with once the revised position description is received? In either case, we will be receiving a new job description for Ruth that should answer all your questions.

Subject: Questions/JEAC.

Date: Thu, 6 Jul 2000 21:08:42 -0400

From: jsparks@julian.uwo.ca (J. Sparks)

To: perrlb@julian.uwo.ca

CC: debbie@housing.uwo.ca, bender@julian.uwo.ca, mbroadfo@julian.uwo.ca, sdemaray@julian.uwo.ca, Valerie.Smith@lhsc.on.ca, czrini@julian.uwo.ca

Hi Bob

I have looked through the 3 "appeals" and only have questions on job #5 Research Assistant/Meds.. Do you have the minimum skills ie. education and experience. It would be useful otherwise we are all making a "good guess".

The attached reason for appeal mentions supervision of an assistant, this is not on the PDQ, could you find out the supervisory duties performed?

It sounds like the encumbent is not happy with the Current Title, which we cannot change, rather than the salary grade ? Any suggestions !!??

Also, I couldn't open the attachments for slotting sheets of the appeals which were done last meeting. Could I collect a hard copies next Wednesday?

There is no rush for answers just wanted to get this to you as I do not anticipate being here again until Monday afternoon.

Thanks Alot,
Jackie Sparks.