



## Sample Job Description for Research Coach (Advisory Board Facilitator)

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*This document is based on materials for the Bureau of Sages at CJE SeniorLife and a document prepared by the facilitator of the Jewish Home of Eastern Pennsylvania Bureau of Sages.*

Research coaches (the term the Bureau of Sages used to describe individuals who facilitated training and discussions) are volunteers, interns or staff members who facilitate training, meetings and events, document notes or minutes, and assist with preparing materials and products. They play a critical role in the successful engagement of members, because they will be most familiar with individual preferences, capacities and needs for support. They also help develop positive group dynamics that enable meaningful interactions with researchers.

**Research Coach qualifications** can include, but are not limited to:

- Training or experience with research.
- Education, experience or interests related to aging.
- Prior experience communicating or working with older adults living with chronic illnesses, impairments, or disabilities.
- Demonstrated commitment to understanding the perspectives of nursing home residents or older people living with chronic conditions or disabilities.
- Commitment to person-centered long term care or patient-centered healthcare.
- Desire to learn about Patient Reported Outcomes and Comparative Effectiveness Research.

**Research Coach expectations** as facilitator of the activities of the Bureau of Sages:

- Collaborate with Sages as an equal.
- Listen to, understand, and respect the perspectives of Sages and Research Stakeholders.
- Adhere to provider/partner volunteer policies
- Be willing to serve as Research Coach for one year (important for building rapport with Sages and maintaining continuity in facilitation of Bureau meetings)
- Prepare a Bureau of Sages biosketch, using the same format as Research Stakeholders (see Resource page) .

**Research Coach responsibilities** are to:

- Facilitate or co-facilitate meetings with Sages.
- Assist Sages and staff with scheduling Sages' meetings and other Bureau events.
- Assist with recruiting new Sages.
- Orient new Sages and facilitate refresher training at Sage Meetings.
- Support Sages' abilities to communicate and interact, including those who have hearing, vision or other impairments.
- Assist professional presenters in communicating with Sages.
- Document Sages discussion or other work via notes or minutes.
- Prepare any products of the Bureau, in collaboration with Sages.
- Orient potential Sages and train new Sages in basic research knowledge.
- Assist with coordinating logistics for meetings and events.
- Provide ongoing feedback to improve Bureau activities.

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