

Job Details

Job Title Research Coordinator - Department of Medicine/Nephrology

Job ID 55935

Location Lawson Health Research Institu

Full/Part Time Full-Time

Regular/Temporary Temporary

Favorite Job ☆

Posting Period

Open: January 7, 2017

Deadline: January 20, 2017

Non-Union

Different terms and conditions of employment may apply to externally funded positions.

Department Name

Lawson Health Research Institute - Department of Medicine/Nephrology

The successful candidate will work under the direction of Dr. Christopher McIntyre in the role of the Research Coordinator. This position will assist the Department of Nephrology to secure and administer both industry-sponsored and local investigator/resident-sponsored clinical research trials. There is a broad range of responsibilities, with a focus on all dimensions of Clinical Trials Administration and Initiation. This includes day-to-day operations of clinical studies including: preparation and set up of ethics submissions; preparation, maintenance and reporting of financials for individual clinical trials; liaison with industry, patients, physicians and healthcare workers; management of clinical trial documentation assuring investigational product accountability and reconciliation. The incumbent handles any adverse events and assures adherence to reporting requirements for serious events. This position is a 5 day per week (37.5 hours per week) one year contract covering a maternity leave.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Duration of Contract: 1 year

Qualifications

- Minimum 2 years research and/or clinical trial research experience in an academic research environment is mandatory
- Requires excellent supervisory, organizational and planning skills to work effectively in a high pressure environment and have the ability to deal with confidential matters
- Excellent interpersonal and communication skills
- Demonstrated computer proficiency Microsoft Office (Word, Excel, etc), clinical databases (i.e. RedCap)
- Working knowledge of the ICH/GCP guidelines
- Knowledge of Cerner registration and scheduling is an asset
- Ability to work independently and make decisions. Good judgment, initiative, tact and professional attitude in the workplace
- Adaptable, flexible, resourceful. Ability to multi-task and meet deadlines
- Ability to listen and take instruction from others; quick to learn and adapt to continually changing environment
- Phlebotomy experience an asset
- Demonstrated knowledge of and commitment to patient and family centred care
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

London Health Sciences Centre fosters a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that a reference check may be conducted as part of the selection process.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory vulnerable sector police check (original document) completed in the last 8 months.