Clinical Research Assistant - 1 position	Posting #: 37540
Department of Medicine	Posting Date: August 25, 2017
St. Joseph's Hospital	Submission Deadline: September 07, 2017
Full Time Reduced	Tina Ceneviva, Human Resources
Non-Union	

Term position, anticipated to extend until October 23, 2018, subject to the availability of work.

The successful candidate will work under the direction of Dr. Selina Liu in the role of the Clinical Research Assistant (RA). This position will assist the Division of Endocrinology & Metabolism to administer both industry- and non-industry-sponsored clinical research trials in Type 1 and 2 diabetes. The RA (working with physicians, Clinical Research Coordinators and other professionals) is responsible for the organization, administration and coordination of assigned clinical research tasks and completion of documentation to ensure the quality and integrity of the clinical trial data. There is a broad range of responsibilities, with a focus on all dimensions of Clinical Trials Administration.

This includes day-to-day operations of clinical studies including:

Assist with patient recruitment
Assist with visit scheduling
Liaison with patients, physicians and healthcare workers
Data entry support
Maintenance of GCP standards in the management of clinical trial documentation and investigational product accountability and reconciliation.
Adverse event reporting and assures adherence to reporting requirements for serious events.
Clerical duties as needed

Essential Qualifications

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- Provide vaccination records or proof of immunity against measles, mumps rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing
- Bachelor's degree in health-related field is preferred however equivalent qualification/ work experience will be considered;
- Requires excellent interpersonal, supervisory and planning skills to work effectively in a high pressure environment and have the ability to deal with confidential matters;
- Excellent verbal and written communication skills in English. Ability to effectively communicate general and medical information both verbally and in writing at all levels;
- Ability to work independently and make decisions. Good judgement, initiative, tact and professional attitude in the workplace;
- Adaptable, flexible and resourceful. Ability to multi-task and meet deadlines;
- Excellent organizational skills
- Computer skills that include Microsoft Office

Preferred Qualifications

- :
- Experience working in an academic/research environment
- Prior clinical trials experience is an asset
- ACRP or SOCRA certification is an asset
- Experience in Type 1 and Type 2 diabetes.

- Training in ICH/GCP guidelines.
- Familiarity with LHRI policies and procedures an asset
- Familiarity with national, international and provincial research funding agencies/ organizations that fund research would be a strong asset.
- Demonstrated ability to lead and work in teams, e.g. including faculty, staff, students and residents;
- The incumbent will maintain certification in:
- CPR training
- WHMS training
- Shipping of Dangerous Goods training

Your interest in this opportunity is appreciated. Only those under consideration will be contacted.