

## Job Details

**Job Title** Research Coordinator - Heart Rhythm Program

**Job ID** 58669

**Location** London Health Sciences Centre

**Full/Part Time** Full-Time

**Regular/Temporary** Temporary

**Favorite Job** ☆

### Posting Period

Open: October 6, 2017

Deadline: October 12, 2017

Non-Union

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

### Department Name

Lawson Health Research Institute - Heart Rhythm Program

This position will assist the Heart Rhythm Program 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) 1 year contract with possibility of renewal.

**Rate of Pay:** To commensurate with experience

**Hours of Work:** 37.5 hours per week

**Duration of Contract:** 12 months

### Qualifications

- Allied Health Professional preferred or Bachelor's Degree in health-related field, however equivalent qualification/ work experience will be considered;
- 3 years clinical research experience in a patient care environment
- Certification in clinical research an asset
- Previous clinical trial experience working in an academic/research environment
- Demonstrated training with ICH/GCP guidelines preferred
- Demonstrated knowledge with LHRI policies and procedures is an asset
- Previous knowledge of national, international and provincial research funding agencies/organizations that fund research is an asset
- Previous experience in organizing, implementing and administering the coordination of clinical trials
- Experience in the preparation and management of budgets; Incumbent must have strong math and analytical skills;
- Excellent verbal and written communication skills in English. Ability to communicate effectively general and scientific 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;
- Demonstrated organizational, interpersonal and communication skills (both written and verbal) with a high level of initiative and motivation
- Demonstrated knowledge of commitment to the principles of patient and family centred care
- Demonstrate Knowledge 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.

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 police information check (original document) completed in the last 3 months.