

Job Details

Job Title Quality Assurance and Education Officer - Lawson

Job ID 58879

Location Other

Full/Part Time Full-Time

Regular/Temporary Regular

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Posting Period

Open: October 27, 2017

Deadline: November 9, 2017

Non - Union

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

Department Name

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. As one of Canada's top ten research institutes, we are committed to furthering scientific knowledge to advance health care around the world.

The Quality Assurance and Education Officer is responsible for implementing and performing the requirements of a quality management system for clinical research at Lawson including educating Lawson investigators and staff on the regulatory requirements relevant to clinical research, preparing compliant documentation such as standard operating procedures and guidance documents, and conducting internal quality assurance reviews.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Qualifications

- Successful completion of an Undergraduate Degree program in Health Sciences, Science, or a Diploma in Pharmaceutical Regulatory Affairs and Quality Operations (co-op), or an equivalent field.
- Minimum of five (5) years recent, related experience
- Proven knowledge of clinical research conduct
- Demonstrated proficient knowledge of legislation, regulations, standards and guidelines relevant to clinical research.
- Demonstrated proficiency with Microsoft Office
- Excellent interpersonal and collaborative problem solving skills
- Demonstrated ability to organize and prioritize effectively with exceptional time management skills
- Excellent verbal and written communication skills
- Demonstrated knowledge of and commitment to the principles of patient and family centered 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 foster 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 an internal 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 3 months.