

Job Details

Job Title Research Assistant & Lab Services Support - Lawson Clinical

Job ID 58894

Research Services

Location London Health Sciences Centre

Full/Part Time Full-Time

Regular/Temporary Temporary

Favorite Job ☆

Posting Period

Open: October 28, 2017

Deadline: November 10, 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.

Lawson Clinical Research Services is an established, dedicated clinical research service provider offering a full suite of clinical research services to Lawson investigators.

Reporting to the Manager Lawson Clinical Research Services, the **Research Assistant/Lab Services Support Assistant** will assist with clinical trial activities including lab services for client investigators using the Lawson Clinical Research Services. This role will also flexibly support citywide Lawson Clinical Research Services at LHSC and SJHC, and meet administrative research needs including data entry, lab budget review, registering participants in Cerner, clinic scheduling and ethics submissions.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Duration: 24 month contract

Qualifications

- Completion of a post-secondary school program in administrative, medical office assistant, medical laboratory technician or similar program or demonstrated two years experience in a similar role.
- Knowledge of Cerner registration and scheduling is an asset
- Demonstrated computer proficiency with Microsoft Office, especially Word and Excel
- Knowledge of regulations and guidelines governing clinical research, especially research ethics preferred
- Medical Laboratory technician certificate and experience handling biological materials an asset
- Knowledge of Medical terminology preferred
- Demonstrated excellent organizational skills with a strong attention to detail and excellent time management skills
- Demonstrated excellent interpersonal and communication skills
- Ability to work effectively both independently and as part of a team
- Conscientious, dependable and adaptable to manage varying workload
- 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 is 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.

We foster a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

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.