Research Associate - 1 position	Posting #: 37963
Rheumatology Division, Department of Medicine	Posting Date: December 05, 2017
St. Joseph's Hospital	Submission Deadline: December 11, 2017
Part Time	Tina Ceneviva, Human Resources
Non-Union	

Term position, extending to June 18, 2018, with possibility of renewal, subject to the availability of work.

The successful candidate will work under the direction of Drs. Appleton, Barra, and Basharat in the role of the "Research Associate". This position will assist the Rheumatology Division to secure and administer both industry-sponsored and local investigator/resident-sponsored clinical research studies including clinical trials. There is a broad range of responsibilities, with a focus on all dimensions of Clinical Trials and Cohort studies 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 studies
- liaison with industry, patients, physicians and healthcare workers
- management of clinical trial documentation assuring investigational product accountability and reconciliation
- phlebotomy and biological sample handling, processing, storage, and bio-banking
- clinical research supplies inventory management
- chart review and data extraction and entry into electronic database software
- discussion of study details with participants, including assisting with informed consent, and data collection tools

This position is negotiable up to 5 days per week (37.5 hours per week)

Essential Qualifications:
- 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, OR college diploma in health-related field, is preferred however equivalent qualification through work experience in a health research field will be considered
- Research assistant/associate-specific training and certification, OR minimum 2 years experience in a research assistant or similar role
- Excellent interpersonal, organizational, and planning skills to work effectively in a high pressure environment and have the ability to deal with confidential matters
- 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

Preferred Qualifications:
- Clinical trials experience
- Clinical research experience, including registries
- Experience working in an academic or industry research environment
- Training and certification in TCPS2, ICH/GCP, Health Canada Division 5
- Familiarity with Lawson policies and procedures
- Familiarity with national, international and provincial research funding agencies
- Research electronic database capture (REDCap) or equivalent research software experience

- Advanced MS Excel and MS Access database software experience
- Familiarity with statistical analysis methods
- Phlebotomy training and certification
- Experience with handling of blood, fluid, and tissue biological samples and bio-banking
- Clinical skills in allied health or medical fields (e.g. occupational therapy, physiotherapy, nursing, medicine, etc)

The incumbent will maintain certification in:
- WHMS training
- Shipping of Dangerous Goods training

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