

Job Details

Job Title Lawson, Research Coordinator - Department of Cardiology

Job ID 61504

Location University Hospital

Full/Part Time Full-Time

Regular/Temporary Temporary

Favorite Job ☆

Posting Period

Open: May 23, 2018

Deadline: May 29, 2018

Non-Union

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

Department Name

Lawson Health Research Institute - Department of Cardiology

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 successful candidate will work under the direction of Dr. Tang in the role of "Clinical Research Coordinator". 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.

Rate of Pay: To commensurate with experience

Hours of work: 37.5 hours per week

Duration: 12 months (with possibility of renewal)

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
- 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
- Experience working in an academic/research environment preferred
- Training in ICH/GCP guidelines preferred
- Current CPR and Transportation of Dangerous Goods training preferred
- Familiarity with LHRI policies and procedures is an asset
- Familiarity with national, international and provincial research funding agencies/ organizations that fund research would be a strong asset
- Requires excellent interpersonal, supervisory, organizational 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 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 ability to lead and work in teams, e.g. including faculty, staff, students and residents preferred
- 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 police information check (original document) completed in the last 3 months.