

Job Details

Job Title Lawson, Research Assistant - Uro-oncology Clinical Trials Group

Job ID 61633

Location Victoria Hospital

Full/Part Time Full-Time

Regular/Temporary Temporary

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Posting Period

Open: May 31, 2018

Deadline: June 13, 2018

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.

This position is an administrative support role within the Uro-oncology Clinical Trials Group, Victoria Hospital. Primary responsibilities will focus on the administrative/clerical aspects of clinical studies conducted within the research group. This includes day-to-day operations of the clinical research unit including: booking/scheduling study participant appointments and tests; blood processing and shipping according to study specific requirements; assisting with investigational product accountability and reconciliation; management of equipment maintenance and calibration; financial record keeping for clinical studies. The position requires working collaboratively within a study team and reporting to the Unit Manager.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Duration: 12 months

Qualifications

- Successful completion of a college diploma, preferably in a health care discipline
- Prior related experience in a similar role, preferably in an academic/research environment
- Knowledge of medical terminology
- Experience with booking/scheduling appointments and tests
- Demonstrated ability to coordinate a large number of records and files
- Training in blood processing and shipping (Transportation of Dangerous Goods certification)
- Accounting experience (preparing invoices, expense reimbursements, tracking payments) an asset
- Familiarity with online ordering of office supplies using HMMS System an asset
- Demonstrated computer proficiency with Microsoft Office (Word, Excel, Outlook), Adobe and research databases
- Training in guidelines for conducting clinical trials (ICH GCP) preferred
- Ability to multi-task, prioritize, and meet deadlines are essential
- Demonstrated excellent verbal and written communication skills in English
- Demonstrated ability to communicate effectively and professionally with study participants, physicians, and co-workers
- Demonstrated ability to work both independently and in a team environment
- Demonstrated knowledge of and commitment to the principles of patient and family centered care
- Demonstrated knowledge of and commitment to patient 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.