

## Job Details

**Job Title** Research Approval Associate, Lawson

**Job ID** 61862

**Location** London Health Sciences Centre

**Full/Part Time** Full-Time

**Regular/Temporary** Regular

**Favorite Job** ☆

### Posting Period

Open Date: June 15, 2018

Deadline: June 29, 2018

Non-Union

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

### Department Name

Lawson Health Research Institute - Lawson Administration

Lawson Health Research Institute is one of the top ten hospital based research institutes in Canada. Research conducted under Lawson's auspices is subject to institutional approval. Lawson's approval for clinical research is contingent upon study specific factors which may include principal investigator qualifications, Research Ethics Board and Clinical Research Impact Committee (CRIC) approval, execution of research-related contractual arrangements, principal investigator clinical research training documentation, privacy, and/or ITS review. The Research Approval Associate, undertakes all elements of the Lawson approval process. The Research Approval Associate recommends when to issue institutional authorization and provides approval notification to principal investigators of clinical and basic science (non-clinical) research. The Research Approval Associate recommends Manager sign-off to open research accounts where applicable.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

### Qualifications

- Successful completion of a Diploma/Degree in Clinical Research, Biomedical Sciences, or Business Administration
- Minimum 1 year recent, related experience
- Demonstrated knowledge of business processes, organizational and time management skills with exceptional attention to detail and accuracy
- Demonstrated knowledge of clinical research in a hospital environment
- Computer software experience including databases, Microsoft Office, and e-filing
- Experience in database management, data entry, report creation
- Excellent communication skills both verbal and written, including ability to support approval process software users
- Demonstrated ability to work independently and as a member of a team
- Demonstrated ability to maintain confidentiality
- Demonstrated knowledge of and commitment to the principles of patient and family-centred care
- Demonstrated knowledge of and commitment to patient and staff safety
- 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.