



Research Coordinator - 1 position	Posting #: 39503
Department of Cognitive Neurology	Posting Date: September 18, 2018
Parkwood Institute - Main Building	Submission Deadline: October 01, 2018
Full Time	Julie Neilans, Human Resources
Non-Union	

Term position, anticipated to extend until September 30, 2019, subject to the availability of work.

The successful candidate will work under the direction of Dr. Elizabeth Finger in the role of "Research Coordinator". This position will assist the Department of Cognitive Neurology located at Parkwood Institute to administer local investigator research projects. There is a broad range of responsibilities required for this position. This includes day-to-day operations of clinical studies including: liaison with patients, physicians and healthcare workers; management of documentation, data entry and review, chart reviews and literature reviews. This position is a 5 day per week (37.5 hours per week) 1 year contract. This position provides the opportunity to develop self-driven academic research projects.

Essential Qualifications:

- Bachelor's degree in health-related field is preferred
- Experience working in clinical trials
- Requires excellent interpersonal, organizational and planning skills to work effectively in a team and have the ability to deal with confidential matters
- Requires attention to detail and ability to consistently follow protocol
- Excellent verbal and written communication skills in English. Ability to communicate general and scientific information both verbally and in writing at all levels
- Ability to work independently and make decisions
- Good judgment, initiative, tact and professional attitude in the workplace
- Adaptable, flexible and resourceful
- Ability to multi-task and meet deadlines

Preferred Qualifications:

- Nursing License
- Intravenous medication administration experience
- Excellent phlebotomy skills
- Familiarity with database design
- Experience working in an academic/research environment
- Training in ICH/GCP guidelines
- Familiarity with LHRI policies and procedures an asset
- Demonstrated ability to work in teams

The incumbent will maintain certification in:

- CPR training
- WHMS training

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