Clinical/Administrative Research Assistant - 1 position	Posting #: 39537
Department of Medicine, Division of Endocrinology & Metabolism	Posting Date: September 24, 2018
St. Joseph's Hospital - London, ON	Submission Deadline: September 30, 2018
Casual Part Time	Julie Neilans, Human Resources
Non-Union	

Term position, anticipated to extend until November 1, 2019, subject to the availability of work.

The successful candidate will work under the direction of Dr. Charlotte McDonald in the role of the Clinical Research Assistant (RA). This position will assist the Division of Endocrinology & Metabolism to administer a non-industry-sponsored prospective cohort follow up study in Type 1 diabetes. The RA (working with physicians, Clinical Research Coordinators and other professionals) is responsible for the organization, administration and coordination of assigned clinical research tasks and completion of documentation to ensure the quality and integrity of the study data. There is a broad range of responsibilities, with a focus on all dimensions of Clinical Trials Administration. 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 other study sites, patients, physicians and healthcare workers; Other day-to-day operations of clinical studies include:

- preparing ethics submissions using online system
- preparation, maintenance and reporting of financials for research studies
- assist with patient visit scheduling
- booking appointments for imaging and other necessary tests
- assist with patient visits including completion of questionnaires
- liaison with patients, physicians and healthcare workers
- data entry support
- maintenance of GCP standards in the management of clinical trial documentation and investigational product accountability and reconciliation.
- adverse event reporting and assures adherence to reporting requirements for serious events.
- clerical duties as needed

This position is 2 1/2 days per week with some degree of flexibility for the timing and based on grant dependent funding that is reviewed every few years.

Essential Qualifications:
- Bachelor's degree in health-related field is preferred however equivalent qualification/ work experience will be considered
- Requires excellent interpersonal, supervisory 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 effectively communicate general and medical 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
- Excellent organizational skills
- Computer skills that include Microsoft Office
- Provide vaccination records or proof of immunity against measles, mumps rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Preferred Qualifications:
- Experience working in an academic/research environment
- Prior clinical trials experience is an asset
- Familiarity with ethics submissions and invoicing/financial administration is an asset

- ACRP or SOCRA certification is an asset
- Experience in Type 1 and Type 2 diabetes
- Training in ICH/GCP guidelines
- Familiarity with LHRI policies and procedures an asset

The incumbent will maintain certification in applicable regulatory areas as required by LHRI including but not limited to:
- CPR training
- WHMS training
- Shipping of Dangerous Goods training

Lawson Health Research Institute is committed to providing a safe, healthy and inclusive work environment that inspires respect. Lawson encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

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