

Job Details

Job Title Temporary - Lawson, Research Assistant - Department of Orthopaedics
Location Victoria Hospital

Job ID 65155

Full/Part Time Full-Time

Regular/Temporary Temporary

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Posting Period

Open Date: March 22, 2019

Closed Date: March 28, 2019

Non-Union

The successful applicant will work under the direction of Dr. Chris Bailey in the role of Research Assistant. The Research Assistant will ensure the successful execution and completion both industry-sponsored and local investigator/resident-sponsored clinical research studies related to orthopaedic spine surgery. The incumbent will be responsible for the organization, administration and coordination of assigned research tasks. Duties will include data collection, including interviewing clients, scheduling appointments, data entry and verification, assistance with preparation of ethics submissions, and other tasks related to research projects and maintenance of a large database.

Rate of Pay: To commensurate with experience

Hours of work: 37.5 hours per week

Duration: May 1, 2019 - April 30, 2020

Qualifications

- Successful completion of a medical office administration diploma
- Minimum two years relevant experience in a health related setting required
- Experience in research administration preferred
- Knowledge of medical terminology required
- Proficient skills in Microsoft Office including Word, Excel, PowerPoint, Cerner PowerChart, Cerner Scheduling, and GroupWise software programs
- An interest and ability to quickly learn new computer software programs an asset
- Ability to demonstrate a high level of accuracy and pay particular attention to detail
- Demonstrates excellent organizational and time management skills with a high level of initiative
- Conscientious, dependable and adaptable to manage varying workload
- Demonstrated effective written and verbal communication skills
- Ability to work effectively both independently and as part of a team
- Comfortable interacting with patients and obtaining informed consent for study participation
- Demonstrated knowledge of and commitment to the principles of patient and family centered care
- Demonstrated knowledge of commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox), Hepatitis B, Tetanus/ Diphtheria/Polio; Meningitis.
- Provide documentation of the Tuberculosis skin testing (two step)

London Health Sciences Centre fosters 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.

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.