

Job Details

Job Title Temporary - Lawson, Research Coordinator - Department of Surgery
Location University Hospital

Job ID 65632

Regular/Temporary

Full/Part Time

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Posting Period

Open: April 30, 2019

Deadline: May 29, 2019

Non-Union

The Research Coordinator (RC) will oversee and facilitate the conduct of new and ongoing research studies within London Health Sciences Centre's Department of Surgery as a member of a growing **clinical research** program. The RC will be responsible for recruiting patients into ongoing studies and preparing study-related forms, which will involve reviewing medical records to extract relevant data, and accurately completing study documentation to ensure the quality and integrity of the clinical study data. The RC will also be responsible for conducting follow-up phone interviews, maintaining study logs, entering study data, keeping relevant data well-organized and secure, and liaising with other sites as necessary in a multi-centred study. The RC will report to the Principal Investigator (PI). The RC will be responsible for training and supervising research support staff, as assigned by the PI.

Rate of Pay: Commensurate with experience

Hours of Work: 37.5 hours per week

Duration of Contract: May 13, 2019 - May 12, 2020 (with possibility of renewal)

Qualifications

- Successful completion of a Bachelor's or Master's Degree in Health Sciences or related field
- Minimum 3 years previous experience in clinical research required
- Experience in organizing, implementing and coordinating clinical trials is preferred
- Previous experience in submission of ethics proposals required
- Ideal applicant will be reliable, organized, independent, capable of multi-tasking and able to meet deadlines
- Outstanding interpersonal and communication skills (verbal and written) required
- Demonstrated computer proficiency in Microsoft Office
- Strong attention to detail, organizational and time management skills. The ability to prioritize multiple tasks to meet competing deadlines
- Demonstrated ability to work independently and as an effective team member when liaising with all levels of the organization
- Demonstrated ability to attend work on a regular basis
- Knowledge of surgery/medical terminology is an asset
- Current certification in ICH-GCP is an asset
- Certification in Society of Clinical Research Associates (SoCRA) or Associates of Clinical Research Professionals (ACRP) is strongly preferred
- Familiarity with LHRI & Western REB policies and protocols is an asset
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

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.