

Job Details

Job Title Temporary - Lawson, Research Assistant - Department of Cardiology Research
Location University Hospital

Job ID 66056

Full/Part Time Full-Time

Regular/Temporary Temporary

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Posting Period

Open: May 27, 2019

Deadline: June 10, 2019

Non-Union

The successful candidate will work under the direction of Dr. Anthony Tang in the role of Research Coordinator.

This position will assist the Heart Rhythm Program to secure and administer both national and international clinical studies, along with locally initiated projects. There is a broad range of responsibilities, with a focus on all dimensions of clinical research. 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 studies; the assessment of patients for inclusion in studies, their responses to treatment, collection of data, data entry, registry coordination, database management and participation in data analysis and reporting of study results; management of study documentation assuring accountability and reconciliation; liaison with patients, physicians and healthcare workers.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Duration of Contract: July 2, 2019 - June 30, 2020

Qualifications

- Bachelor's Degree in health-related field or equivalent
- Minimum 2 years recent prior clinical trials experience; preferably in a hospital-based, clinical research environment
- Knowledge of Investigator-Initiated trials, randomized controlled trials
- Proficient in Microsoft Office Suite (Word, Excel, Outlook), electronic health systems and databases used in research environment
- Knowledge of medical and pharmacological terminology
- Excellent interpersonal skills to liaise effectively with patients, nurses and other healthcare professionals
- Advanced organization and time management skills, able to prioritize and manage workflow
- Experience and knowledge of Good Clinical Practice (GCP), PHIPA, and REB guidelines
- Excellent verbal and written communication skills, fluent in English
- Adaptable, flexible and resourceful. Able to multi-task and meet deadlines
- Demonstrated ability to work independently and as an effective team member
- Willingness and initiative to learn new skills
- Familiarity with national, international and provincial research funding agencies/organization that fund research would be a strong asset
- Demonstrated ability to attend work on a regular basis
- Familiarity in the preparation and management of budgets is an asset
- Flexibility in hours of work (ability to occasionally to attend to study procedures after 5pm and on weekends)
- Ability to work effectively both independently and as part of a team
- Demonstrated attention to detail and accuracy
- Responsible and self-motivated with the ability to take initiative in an environment with limited supervision
- Experience with REDCap preferred
- Strong work ethic
- Experience with Research Ethic Board submission and correspondence an asset
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC

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.