Research Coordinator and Protocol Developer - 1 position	Posting #: 40822
Lawson Health Research Institute	Posting Date: June 04, 2019
Parkwood Institute Main - London, ON	Submission Deadline: June 10, 2019
Full Time	Julie Neilans, Human Resources
Non-Union	

Term position, anticipated to extend until June 30, 2022, subject to the availability of work.

The Lawson Health Research Institute is one of Canada's largest and most respected hospital-based research institutes. As the research institute of St. Joseph's Health Care London and London Health Sciences Centre, and working in partnership with Western University, Lawson is committed to furthering scientific knowledge to advance health care around the world and to helping people live healthier lives by enhancing our knowledge of how to prevent, diagnose, and treat disease.

The successful applicant will be working under the supervision of Dr. Manuel Montero-Odasso, Director of the Gait & Brain Lab. The Research Coordinator and Protocol Developer (PD) will work in a vibrant and busy hospital-based laboratory within a multi-disciplinary research team at Parkwood Institute on research studies related to mobility and cognition in older adults (more information available at www.gaitandbrain.com). The successful candidate will be the Research Coordinator (RC) for a multidomain interventional multistep and multisite (across Canada) RCT that is funded by the Canadian Consortium in Neurodegeneration and Aging (CCNA). This position may also involve traveling across sites to oversee the trial progress and train site coordinators, and attending national CCNA scientific meetings that are being held in Toronto, Montreal and Vancouver.

The successful applicant will:
1. Be responsible for leading protocol development efforts for the planned trial.

2. Write the protocol for the trial, adhering to ICH/GPC principles.

3. Coordinate project planning calls, and prepare agendas, minutes, and materials for these discussions across trial sites.

4. Submit protocol to local REB and/or Health Canada, and assist other sites in their submission to local REBs.

5. Be responsible for preparing, alongside the Project and Site Leaders each site's budget template, Manual of Procedures for all interventions (exercise, cognitive training, sleep, diet, and vascular risk factor control), Supply Management Plan, Protocol Deviation Plan, Delegation Logs (based on delegation of tasks to Research Assistants, undergraduate assistants and volunteers), study assessment forms (CRFs) and instructions, protocol?specific tools and trackers, source document worksheets, and develop monitoring procedures for the trial.

6. Work with study leaders to establish and monitor timelines for protocol implementation.

7. Ensure the completion of site certification requirements prior to study enrollment

8. Be responsible for providing training at the investigator's meetings and site initiation regarding protocol procedures and administration.

9. Liaise with service sites (i.e. MRIs, pharmacy, blood laboratories, etc).

10. Develop, along with PI, job descriptions to hire trial additional personnel and research assistants.

11. Coordinate all ongoing operational and executive meetings with interventional experts.

12. Report regularly on study progress and ensure the project is meeting targets.

13. Ensure that all study sites have study materials and supplies on hand, on time and per protocol requirements.

Essential Qualifications

- Undergraduate degree in Health sciences or health related field
- Demonstrable experience in protocol development and writing up clinical trials' protocols
- Experience working in previous investigator initiated clinical trials and/or industry including pharmacological RCTs
- Strong understanding of qualitative and quantitative research principles
- Excellent interpersonal and communication skills, both written and verbal
- Strong problem solving skills, and strong ability to multi-task
- Ability to work independently as well as in a multi-disciplinary team setting
- Self-directed, creative, innovative, and detail-oriented

Preferred Qualifications

- SOCRA certified Research Coordinator / Clinical Trials Management program or equivalent
- Experience working with a geriatric population
- Knowledge of scientific content related to Alzheimer's Disease and prevention of dementia
- Phlebotomy certified

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

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