Clinical Research Coordinator - 1 position	Posting #: 35240
Lawson Health Research Institute	Posting Date: May 06, 2016
St. Joseph's Hospital	Submission Deadline: May 19, 2016
Part Time	Karen Topfer
Non-Union	

Term position, anticipated to extend to May 31, 2017, subject to the availability of work.

The successful candidate will work under the direction of Dr. Sherry Rohekar in the role of the “Clinical Research Coordinator”. This position will assist the Department of Rheumatology to secure and administer both industry-sponsored and local investigator / resident-sponsored clinical research trials. There is a broad range of responsibilities, with a focus on all dimensions of Clinical Trials Administration and Initiation. 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 industry, patients, physicians and healthcare workers; management of clinical trial documentation assuring investigational product accountability and reconciliation. The incumbent handles any adverse events and assures adherence to reporting requirements for serious events. This position is 20 hours per week, 1 year contract with possibility of renewal.

Essential Qualifications:
• Bachelor’s degree in health-related field is preferred however equivalent qualification/ work experience will be considered;
• Requires excellent interpersonal, supervisory, organizational and planning skills to work effectively in a high pressure environment and have the ability to deal with confidential matters;
• Experience in the preparation and management of budgets; Incumbent must have strong math and analytical skills;
• Excellent verbal and written communication skills in English. Ability to communicate effectively general and scientific 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;

Preferred Qualifications:
• Prior clinical trials experience
• Experience working in an academic/research environment
• Training in ICH/GCP guidelines.
• Familiarity with LHRI policies and procedures an asset
• Familiarity with national, international and provincial research funding agencies/ organizations that fund research would be a strong asset.
• Demonstrated ability to lead and work in teams, e.g. including faculty, staff, students and residents;
• Experience with soliciting funds and contributions from corporations, foundations and individuals

The incumbent will maintain certification in:
CPR training
WHMS training
Shipping of Dangerous Goods training

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