

Temporary - Lawson, Research Coordinator – Department of Cardiology Research

Job ID 67917 **Location** University Hospital **Full/Part Time** Full-Time **Regular/Temporary** Temporary

Posting Period

Open: October 1, 2019

Deadline: October 7, 2019

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.

Non-Union Different terms and conditions of employment may apply to externally funded positions.

Rate of Pay: To Commensurate with experience

Hours of Work: 37.5 hours per week

Duration: 12 month renewable

Qualifications

- Bachelor Degree in a health-related field or acceptable equivalent
- 3 years clinical research experience in a patient care environment is preferred, but not necessary
- Certification or diploma in clinical trials management or equivalent is required
- Previous experience in organizing, implementing and administering the coordination of clinical trials
- 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 is preferred
- 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 judgment, initiative, tact and professional attitude in the workplace;
- Adaptable, flexible and resourceful. Ability to multi-task and meet deadlines.
- Ability to work effectively both independently and as part of a team
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

Immunization Requirements:

- 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. As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that a reference check may be conducted as part of the selection process. 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.