

Temporary - Lawson, Research Coordinator – Oncology

Job ID 68150 **Location** Victoria Hospital **Full/Part Time** Full-Time **Regular/Temporary** Temporary

Posting Period

Open: October 18, 2019

Deadline: November 1, 2019

London Health Sciences Centre is seeking a values-based and motivated clinical research individual for the role of **Research Coordinator** of *The Baker Centre for Pancreatic Cancer* at Victoria Hospital. This individual will be responsible for the research portfolio of pancreatic cancer research at LHSC.

As a Research Coordinator, you will be responsible for day-to-day clinical research and operational activities of *The Baker Centre for Pancreatic Cancer* as well as contribute to longitudinal research efforts and visions of the pancreatic cancer research program at LHSC.

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: Temporary (1 year, renewable)

Job Summary

Duties & Responsibilities

- Operational coordination of *The Baker Centre for Pancreatic Cancer* (including website, foundation and fund raising, organizing team meetings, community outreach etc.)
- Research study/trial design
- Protocol preparation and compliance
- Research budget development and monitoring
- Research ethics and institutional regulatory application submissions and management
- Informed consent of patients for clinical research
- Research study/trial-related communication
- Patient recruitment onto studies/trials
- Database development and management
- Data collection
- Data analysis
- Manuscript preparation

Qualifications

Education & Experience

- Successful completion of a recognized Baccalaureate Degree in a relevant and/or related field; post-graduate education preferred
- Minimum of three (3) years recent and relevant research experience, preferably in a clinical setting

Knowledge & Abilities

- Comprehensive knowledge of clinical research design and Good Clinical Practice guidelines
- Ability to effectively communicate with research personnel, physicians as well as patients
- Intermediate/advanced knowledge of Microsoft Office (including Word, Excel, PowerPoint)

- Broad knowledge of research ethics applications and regulatory application submissions
- Background in scientific writing including clinical research protocols and scientific manuscripts
- Advanced critical thinking skills to provide leadership in the conduct of research studies/trials
- Competently utilizes research tools and information systems applications at an intermediate level
- Demonstrated commitment to quality as well as patient and staff safety
- Ability to organize workload and manage daily competing priorities in a health care environment
- Effective leadership and communication skills to foster a respectful, inclusive and collaborative environment
- A demonstrated commitment to collaborative relationships and an ability to thrive in an environment that focuses on patient care

Submission Requirements (please submit in one document)

- Cover Letter
- Curriculum vitae
- Credentials and Certifications (if applicable)

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.