

## Temporary - Lawson Research Coordinator – Paeds

Job ID 72460 Location Victoria Hospital Full/Part Time Full-time Regular/Temporary Temporary

### Posting Period

Open: August 19, 2020

Deadline: August 25, 2020



### Department of Pediatrics

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. As one of Canada's top ten research institutes, we are committed to furthering scientific knowledge to advance health care around the world.

The successful applicant will be the Clinical Trial Lead for a busy growing pediatric neurology research program. The Clinical Trial Lead will work closely with the principal investigator and project manager to oversee the clinical trial research program's day to day activities and provide leadership and support to team members and their clinical trials. The position will be responsible for all aspects of coordinating assigned clinical trials in addition to their leadership responsibilities. Clinical trial responsibilities include but are not limited to: Research Ethics Board submissions and correspondence, maintenance of essential study documents and study files. The applicant will be responsible for the overall implementation and coordination of their assigned studies including participant visits, protocol assessments, questionnaire collection, lab processing, communications with the sponsor and study monitors, scheduling visits with multiple departments within LHSC as well as with participants and their families. The position may also include manuscript, abstract and poster review, editing and submissions. The position will work to lead team building and positivity, creating an efficient, productive and inclusive team environment. This is a busy program with rapidly changing deadlines. The successful applicant must demonstrate excellent communication, problem solving and organizational skills, while being able to prioritize multiple projects simultaneously with a heavy workload, as well as possess the flexibility to adjust to scheduling and deadline changes.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Duration of Contract: 1 year with opportunity to renew

### Qualifications

- Successful completion of a degree in Health Sciences or other related field required
- Minimum three years clinical research experience, with minimum 2 years leadership experience preferred
- Experience in clinical trial start up, and implementation required
- Experience with research ethics submissions and communications required
- Working knowledge of Human Research Ethics, Tri-council policy, Good Clinical Practices, Health Canada and FDA regulations and processes an asset
- Certification in GCP, TCPS2, Lawson SOPs and IATA an asset
- Experience with REDCap preferred
- Proficient in Microsoft Office (Word and Excel)
- Experience with SPSS, IWRS/IVRS and powerchart an asset
- Experience with manuscript preparation preferred
- Strong problem-solving skills, flexibility to changing work priorities
- Ability to work in a team environment as well as independently
- Detail-oriented with strong organizational skills

- Proficient time management skills, ability to meet tight deadlines
- Responsible and self-motivated with the ability to take initiative in an environment with limited supervision
- Excellent communication skills both verbal and written
- Demonstrated practice and commitment to the principles of patient and family centered care
- Demonstrated practice and commitment to patient and staff safety at LHSC
- Demonstrated practice and commitment to LHSC's Mission, Vision and Values
- 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)

*We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and LGBTQ2+ persons. We are committed to providing persons with disabilities equal opportunities and standards of goods and services, and are also fully compliant with the Accessibility for Ontarians with Disabilities Act (2005), as applicable.*

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.