Temporary - Research Program Manager, Department of Surgery, Division of Orthopaedic Surgery

Job ID 77066 **Location** UH **Full/Part Time** Full-time **Regular/Temporary** Temporary

Posting Period

Open: April 9, 2021

Deadline: April 15, 2021

Non-Union

Department of Surgery, Division of Orthopaedic Surgery

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.

As a member of our growing clinical research program, the Research Program Manager will support the Chair/Chief and Principal Investigator with overseeing and facilitating the conduct of new and ongoing research studies within London Health Sciences Centre's Department of Surgery, Division of Orthopaedic Surgery.

Serving in a leadership role, the Program Manager is responsible for a number of activities related to the ongoing operation of research studies, including:

- Liaising with applicable leaders and staff at Lawson Health Research Institute and Western to ensure sound conduct of research studies, including agreements, budgets, and other activities related to study initiation and management;
- Performance managing, recruiting, mentoring and the supporting day-to-day supervision of the team working on studies within the Department;
- Providing and facilitating protocol and related study training to assigned staff;
- Preparing and ongoing management of research ethics submissions and regulatory files, protocol documentation, study-related forms, coordination of study logistics, maintaining study logs, entering study data, keeping relevant data well organized and secure, and liaising with other sites as necessary in multi-centered studies;
- Identifying, reviewing and reporting participant complications, protocol deviations and other events in accordance with institutional guidelines;
- Ensuring the quality and overall integrity of clinical studies, including acting as the escalation point for study related issues and concerns;
- Drafting grant, manuscript, abstract and poster presentations, as directed by the PI;
- Drafting protocols; collaborating with national study teams; presenting research at national scientific meetings;
- Reviewing and assessing study-related literature;
- Liaising with sponsors for monitoring/audits and finalizing contracts;
- Liaising with other sites on behalf of the PI and finalizing contracts;
- Managing research program finances and ensuring milestones and deliverables are met.

Rate of Pay: To commensurate with experience
Hours of Work: 37.5 hours per week
Duration of Contract: May 2021 – May 2022

Qualifications

- Successful completion of a Degree in Health Sciences or related field, masters degree preferred
- Minimum 5 years previous experience in clinical research required

- Minimum 3 years in a leadership role
- Experience in independently organizing, implementing and coordinating clinical trials is required
- Previous experience in preparing applications, amendments and renewals for Research Ethics Board
- Ideal applicant will be reliable, organized, independent, capable of multi-tasking and able to collaborate and take responsibility in meeting deadlines
- Experience in drafting case report forms, consent forms, standard operating procedures and regulatory documents
- Outstanding interpersonal and communication skills (verbal and written) required with ability to effectively convey research information and provide authority where necessary
- Capacity and willingness to learn new research methods and work routines quickly with flexibility in adapting and responding to new research opportunities as they arise
- Demonstrated computer proficiency in Microsoft Office
- Strong attention to detail, organization and time management skills with the ability to prioritize multiple tasks to meet competing deadlines
- Demonstrated ability to work independently and as an effective team member when liaising with all levels of the organization
- Knowledge of surgery/medical terminology
- Certification in ICH-GCP is required
- Certification in Society of Clinical Research Associates (SoCRA) or Associates of Clinical Research Professionals (ACRP) is strongly preferred
- Familiarity with LHRI & Western REB policies is an asset
- 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

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 an internal reference check may be conducted as part of the selection process.

Thank you for your interest in this opportunity. Only those applicants selected for an interview will be contacted.