

Temporary - Research Coordinator Level 3 - Cardiology Research

Job ID 77068 Location UH Full/Part Time Casual Regular/Temporary Temporary

Posting Period

Open: April 9, 2021

Deadline: April 15, 2021

Non-Union



Department of Cardiology Research

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 incumbent will be responsible for collaborating with Dr. A. Tang to support the management of ongoing multi-centre studies. Person shall plan, implement and coordinate all aspects of data collection and source documentation as per the organization's policy and ICH/GCP guidelines. Identify problems using assessment skills and report any abnormalities. Execute study related administrative tasks as per study protocol. Review and assess study related literature, liaise with sponsor for monitoring/audits. Use professional risk assessment judgment and decision-making skills to respond appropriately and proactively to issues/problems that may arise. Assist with other research related tasks as required.

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

Qualifications

- Master's Degree or equivalent work experience and education preferred
- Bachelor Degree in a health-related field or equivalent required
- 10 years of clinical trials management research experience, ideally in a patient care environment, is preferred
- Successful completion of a Clinical Research Professional Certification (SOCRA, ACRP) or diploma in clinical trials management or equivalent is preferred
- Previous experience in organizing, implementing and managing multicentre clinical trials
- Requires excellent interpersonal, supervisory, organizational and planning skills to work effectively and have the ability to deal with confidential matters
- Experience in the preparation and management of budgets
- 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 manage numerous clinical trials simultaneously is an asset
- Demonstrated basic level computer skills particularly with Word, Excel and PowerPoint or program knowledge required and level of proficiency
- Demonstrated ability to work with colleagues in a collaborative approach remotely and in person.
- Demonstrated time management, attention to detail, and prioritization is essential

- Committed to ongoing learning
- 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.