Temporary - Research Assistant - Level 2, Department of Cardiology Research

Job ID 77069 **Location** UH **Full/Part Time** FT **Regular/Temporary** Temporary

Posting Period

Open: April 9, 2021

Deadline: April 15, 2021

Non-Union

Department of Cardiology Research

The successful candidate will work under the direction of Dr. Anthony Tang in the role of Research Assistant.

The Research Assistant will collaborate with the project manager, investigators and members of the health care team to support the management of several clinical studies.This position will assist to secure and administer both national and international clinical studies, along with locally initiated multi-centre projects. There is a broad range of responsibilities, with a focus on all dimensions of clinical research. This position will provide an excellent opportunity for a dynamic individual with demonstrated organizational and communication skills. Responsibilities include, but are not limited to, planning, coordinating and executing assigned research projects in conjunction with the project manager. This role will assist to develop and enforce research policies and procedures, address project issues, and perform day-to-day management. The Research Assistant will assist with reporting of project progress, status, and any issues will be brought to the management team on a regular basis. Further responsibilities include assisting with preparing project documentation and research reports, project plans, budgets and schedules for management review. The successful candidate must be able to prioritize heavy workloads, handle multiple projects simultaneously, be able to work under pressure and have the flexibility to adjust to changing schedules and deadlines.

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

Qualifications

- Bachelor Degree in a health-related field or acceptable equivalent;
- Diploma or Certificate in Clinical Trials Management preferred or plan to work towards;
- Certification in Society of Clinical Research Associates (SoCRA) or Associates of Clinical Research Professionals (ACRP) is strongly preferred;
- Minimum 2 years previous experience in clinical research required;
- Experience with set-up and implementation of research projects and research ethics submission required;
- 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;
- Excellent record keeping skills and experience with database management;
- Familiarity with CTO and Western REB policies is an asset;
- Experience with REDCap an asset;
- Previous experience in organizing, implementing and administering the coordination of clinical trials;
- Collaboration and meeting with principal study investigators and review research outputs for accuracy and privacy considerations;
- No patient interaction required in this role, but have completed all required patient safety training;
- Demonstrated organizational and analytical skills;
- Ability to work effectively both independently and as part of a team;

- Closely following code of conduct, completed all required staff safety training, aware of work place hazard and maintain a healthy work environment;
- Requires excellent interpersonal, organizational and planning skills to work effectively in a high-pressure environment and have the ability to deal with confidential matters;
- 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;
- Excellent interpersonal/communication skills (both oral and written) and a high level of initiative;
- 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
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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.