Clinical Research Assistant - 1 position	Posting #: 35823
Lawson Health Research Institute	Posting Date: September 28, 2016
Part Time	Submission Deadline: October 11, 2016
Non-Union	Karen Topfer

Term position, anticipated to extend until October 23, 2017, subject to the availability of work.

The successful candidate will work under the direction of Dr. Irene Hramiak, Division of Endocrinology & Metabolism, in the role of the "Clinical Research Assistant" (RA) This position will assist the Diabetes Clinical Trials Unit in administering both industry- and non-industry-sponsored clinical research trials in Type 1 and 2 diabetes. The RA(working with physicians, Clinical Research Coordinators and other professionals) is responsible for the organization, administration and coordination of assigned clinical research tasks and completion of documentation to ensure the quality and integrity of the clinical trial data. The RA maintains a system for effective data flow and assists with monitoring of study compliance. There is a broad range of responsibilities, with a focus on all dimensions of Clinical Trials Administration. This includes day-to-day operations of clinical studies including:

• Support with ethics submissions;
• Assist with patient recruitment;
• Assist with visit scheduling;
• Liaison with industry, patients, physicians and healthcare workers;
• Maintenance of GCP standards in the management of clinical trial documentation and investigational product accountability and reconciliation.
• Adverse event reporting and assures adherence to reporting requirements for serious events.
• Data entry support
• Clerical duties as needed

This position is part-time and based on grant-dependent funding that is reviewed annually.

Essential Qualifications:
• University degree in a health related field is preferred however equivalent qualification/work experience will be considered
• Clinical Trials Management diploma or certificate an asset;
• Requires excellent interpersonal, supervisory, 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 medical information both verbally and in writing at all levels;
• Ability to work independently and make decisions. Good judgement, initiative, tact and professional attitude in the workplace;
• Adaptable, flexible and resourceful. Ability to multi-task and meet deadlines;
• Excellent organizational skills
• Computer skills that include Microsoft office

Preferred Qualifications:
• Prior clinical trials experience
• ACRP or SOCRA certification is an asset
• Phlebotomy certification/experience is an asset
• Experience working in an academic/research environment
• Experience in Type 1 and Type 2 diabetes.
• Training in ICH/GCP guidelines.
• Familiarity with LHRI policies and procedures an asset
• Familiarity with national, international and provincial research funding agencies/ organizations that fund research would be a strong asset.
• Demonstrated ability to lead and work in teams, e.g. including faculty, staff, students and residents;

Your interest in this opportunity is appreciated. Only those under consideration will be contacted.