

Job Details

Job Title Research Assistant

Job ID 55625

Location Victoria Hospital

Full/Part Time Part-Time

Regular/Temporary Temporary

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Posting Period

Open: November 14, 2016

Deadline: November 27, 2016

Non-Union

Different terms and conditions of employment may apply to externally funded positions.

Job Summary

The Research Assistant (RA) will support the administration and facilitation of ongoing research studies within Western University's Division of Emergency Medicine at London Health Sciences Centre. The RA will be responsible for recruiting patients into ongoing studies and preparing study-related forms, which will involve reviewing chart medical records to extract relevant data and accurately completing documentation to ensure the quality and integrity of the clinical study data. The RA will also be responsible for conducting follow-up phone interviews, maintaining study logs, keeping relevant data well-organized and easily accessible, and liaising with other sites as necessary in a multi-centre study.

Rate of Pay: To commensurate with experience

Hours of Work: Minimum of 20 hours per week, variable, may include evenings and weekends

Duration of Contract: 12 months

Qualifications

- Bachelor's Degree in a health related field preferred, however equivalent qualification/work experience will be considered
- Previous experience in a hospital or health-care environment
- Basic medical knowledge and familiarity with medical terminology
- Proficient in the use of web-based functionality, word-processing, and charting software such as Microsoft Excel and PowerChart
- Demonstrated excellent time management skills
- Demonstrated excellent organizational skills
- Ability to work independently with minimal supervision, and as a member of a team collaborating with a multi-disciplinary research team and clinical experts
- Excellent interpersonal skills, implementation skills and results driven orientation
- **Demonstrated knowledge of and commitment to principles of patient and family centred care**
- **Demonstrated knowledge of and commitment to patient and staff safety at LHSC**
- **Demonstrated ability to attend work on a regular basis**

London Health Sciences Centre fosters a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

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 vulnerable sector police check (original document) completed in the last 8 months.