

Job Details

Job Title Research Ethics Services Specialist, Lawson

Job ID 55691

Location London Regional Cancer Program

Full/Part Time Full-Time

Regular/Temporary Regular

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Posting Period

Open: November 17, 2016

Deadline: November 30, 2016

Non-Union

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

Department Name

Lawson Health Research Institute (LHRI) - Lawson Clinical Research Services (LCRS)

Lawson Health Research Institute (LHRI) is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. The institute is committed to furthering scientific knowledge to advance health care around the world and is ranked eighth in the country according to the 2016 edition of Canada's Top 40 Research Hospitals List.

Lawson Clinical Research Services (LCRS) is an established, dedicated clinical research service provider offering a full suite of clinical research services to Lawson investigators.

Reporting to the Clinical Research Services Manager, the Research Ethics Services Specialist will be responsible for all Research Ethics Board submissions and regulatory documentation for Lawson investigators. This role may also flex to support the administrative needs of LCRS.

Rate of Pay: Commensurate with experience

Hours of Work: 37.5 hours per week

Qualifications

Completion of a post-secondary school program in administrative, medical office assistant, clinical trials management or similar program and demonstrated one year experience in a similar role

- Knowledge of regulations and guidelines governing clinical research, especially research ethics preferred
- Knowledge of medical terminology preferred
- Demonstrated computer proficiency with Microsoft Office, especially Word and Excel
- Demonstrated excellent organizational skills with a strong attention to detail and excellent time management skills
- Demonstrated excellent interpersonal and communication skills
- Ability to work effectively both independently and as part of a team
- Conscientious, dependable and adaptable to manage varying workload
- Knowledge of Cerner registration and scheduling is an asset
- Experience with managing clinical regulatory documents is a strong asset
- 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.