

Job Details

Job Title Temporary - Lawson, Clinical Research Coordinator

Job ID 66625

Location Victoria Hospital

Full/Part Time Full-Time

Regular/Temporary Temporary

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Posting Period

Open: July 4, 2019

Deadline: July 10, 2019

Non-Union

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 CRC will coordinate clinical research projects including but not limited to observational and quality improvement studies and clinical trials for one or more Principal Investigators. This involves complete oversight of the study, including research ethics board submission, Health Canada clinical trials application, participant enrollment, database management, credentialing, training, and supervision of study personnel. Competitive salary.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Duration: Yearly renewable contract

- Administration and oversight of research study from regulatory approvals to study close out
- Assist research assistants with participant recruitment or data abstraction
- Creation and maintenance of case report forms, study procedure manuals, and letters of consent
- Communication with participants in studies that require follow-up
- Education and training of nurses, research assistants, and physicians as it pertains to given studies
- Data entry including chart abstraction, data collection, coding, and database administration
- Budget creation
- Management of financial research accounts
- Management of study-specific health sciences research ethics board (REB) requirements including application, amendments, continuing ethics review, and data safety monitoring board
- Oversight of Health Canada clinical trials application (CTA) and industry requirements for clinical trials
- Ensure completion and maintenance of Lawson training requirements for clinical research including Good Clinical Practices (GCP), Standard Operating Procedures (SOP), and Tri-Council Policy Statement (TCP)
- Solicitation, credentialing, training, and supervision of research assistants
- Attendance at monthly Division of Paediatric Emergency Medicine research rounds
- Coordination of study-specific teleconferences
- Perform work in accordance with LHSC/Western University's corporate/departmental policies and procedures related to Occupational Health and Safety, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, and the Province of Ontario's Personal Health Information Protection Act.
- Administration and oversight of research study from design conceptualization to REB close out
- Data management including chart abstraction, data collection, coding, and database administration
- Assist in grant writing process including literature searches, signatures, and letters of support, etc.

Qualifications

- Minimum two years' experience in clinical research (Required)
- Proficiency in Microsoft Word, REDCap and Microsoft Excel (Required)
- Excellent communication (verbal and written), interpersonal, and organizational skills
- Experience with Health Canada CTA, GCPs, SOP, TCP, and research ethics
- Certificate in clinical research (clinical trials certificate/diploma, Society of Clinical Research Associates, Association of Clinical Research Professionals)
- Demonstrated knowledge of and commitment to the 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

Immunization Requirements:

- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox), Hepatitis B, Tetanus/ Diphtheria/Polio; Meningitis.
- Provide documentation of the Tuberculosis skin testing (two step)

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 police information check (original document) completed in the last 3 months.