

Job ID: 71539
Open: June 23, 2020
Deadline: June 29, 2020
Non-Union



London Health Sciences Centre



Research Coordinator: Temporary Full-Time
Department of Cardiology Research
Heart Rhythm Program
University Hospital

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

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

This position will assist the Heart Rhythm Program to secure and administer both national and international clinical studies, along with locally initiated projects. There is a broad range of responsibilities, with a focus on all dimensions of clinical research. This includes day-to-day operations of clinical studies including: preparation and set up of ethics submissions; preparation, maintenance and reporting of financials for individual clinical studies; the assessment of patients for inclusion in studies, their responses to treatment, collection of data, data entry, registry coordination, database management and participation in data analysis and reporting of study results; management of study documentation assuring accountability and reconciliation; liaison with patients, physicians and healthcare workers.

Rate of Pay: To commensurate with experience
Hours of Work: 37.5 hours per week
Duration of Contract: 12 month renewable

QUALIFICATIONS:

- Bachelor Degree in a health-related field or acceptable equivalent
- 3 years clinical research experience in a patient care environment is preferred, but not necessary
- Certification or diploma in clinical trials management or equivalent is required
- Previous experience in organizing, implementing and administering the coordination of clinical trials
- 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;
- Experience in the preparation and management of budgets is preferred
- 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.

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.