

## Job Details

**Job Title** Lawson, Research Coordinator - Department of Surgery

**Job ID** 62171

**Location** London Health Sciences Centre

**Full/Part Time** Full-Time

**Regular/Temporary** Temporary

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### Posting Period

Open: July 13, 2018

Deadline: July 19, 2018

Non-Union

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

### Department Name

#### Lawson Health Research Institute - Department of Surgery

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 Research Coordinator (RC) will oversee and facilitate the conduct of new and ongoing research studies within London Health Sciences Centre's Department of Surgery as a member of a growing **clinical research** program. The RC will be responsible for recruiting patients into ongoing studies and preparing study-related forms, which will involve reviewing medical records to extract relevant data, and accurately completing study documentation to ensure the quality and integrity of the clinical study data. The RC will also be responsible for conducting follow-up phone interviews, maintaining study logs, entering study data, keeping relevant data well-organized and secure, and liaising with other sites as necessary in a multi-centred study. The RC will report to the Principal Investigator (PI). The RC will be responsible for training and supervising research support staff, as assigned by the PI.

Rate of Pay: To commensurate with experience

Hours of work: 37.5 hours per week

Duration: 12 months (with possibility of renewal)

### Qualifications

- Successful completion of a recognized Baccalaureate Degree or Master's Degree in Health Science or related field
- Minimum 3 years previous experience in clinical research
- Experience in organizing, implementing and coordinating clinical trials is preferred
- Previous experience in submission of ethics proposals required
- Ideal applicant will be reliable, organized, independent, capable of multi-tasking and able to meet deadlines.
- Outstanding interpersonal and communication skills (verbal and written) required
- Demonstrated computer proficiency in Microsoft Office
- Strong attention to detail, organizational and time management skills. The ability to prioritize multiple tasks to meet competing deadlines
- Demonstrated ability to work independently and as an effective team member when liaising with all levels of the organization
- Demonstrated ability to attend work on a regular basis
- Knowledge of surgery/medical terminology is an asset
- Current certification in ICH-GCP is an asset
- Certification in Society of Clinical Research Associates (SoCRA) or Associates of Clinical Research Professionals (ACRP) is strongly preferred
- Familiarity with LHRI & Western REB policies and protocols is an asset
- Demonstrated knowledge of and commitment to the principles of patient and family centered 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 foster 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 an internal 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.