

Multi-Center Research Coordinator/ Research Assistant

Jewish General Hospital - Montréal, QC

Position Title: Multi-center Research Coordinator and Research Assistant (temporary)

Start Date: Immediately

Location: Centre of Excellence in Thrombosis and Anticoagulation Care (CETAC), Jewish General Hospital, 3755 Ch. de la Cote-Ste-Catherine Road, Montreal (Quebec) H3T 1E2

Job Summary: Under the direction of Dr. Vicky Tagalakakis (clinician-scientist) will perform duties associated with the day-to-day management of the STEP-CAT clinical study across seven sites. Under the direction of Dr. Susan Kahn (clinician-scientist), will recruit patients for thrombosis-related clinical research studies and help to write research protocols and manuscripts for publication.

Duties, Responsibilities, and Requirements (included but not limited to):

- Act as first line of contact for site study coordinators, investigators, and other site staff
- Manage the process of drug and other study supplies shipment
- Review completed case report forms (CRFs) and coordinate appropriate site payments
- Track study timelines, budget and prepare periodic newsletters
- Communicate with and coordinate submissions to Research Ethics Boards
- Prepare communications for data safety monitoring boards and steering committee
- Recruit, follow and perform data entry for thrombosis-related clinical research studies
- Write research protocols and manuscripts for publication, under supervision

Knowledge, Skills, Abilities and Professional Characteristics:

- Strong interpersonal skills and ability to work both independently and as a member of a research team
- Bilingualism (English and French, written and verbal) with strong writing skills in English;
- Demonstrated ability to organize work load and manage multiple tasks simultaneously in order to deliver expected results, adhere to study timelines, and meet important deadlines;
- Solid knowledge of Good Clinical Practice (GCP);
- High capacity to take initiatives and attentive to detail;
- Strong problem-solving skills;
- Proficient with Microsoft Office

Minimum Qualifications:

- Post-graduate diploma in health-related field (preferably MSc);
- Experience in clinical study coordination;

Salary Details

- Commensurate with experience and the policies of the Lady Davis Institute for Medical Research.

Interested candidates are invited to submit a cover letter, CV, and unofficial transcript to mariya.budanova@ladydavis.ca (CETAC Administrative Coordinator) Applications will be accepted until the position is filled.