

POSITION POSTED

Lead Clinical Research Coordinator

START DATE

As soon as possible (ideally within 2-3 weeks)

P.I.

Dr. Jonathan Afilalo, Division of Cardiology and Centre for Clinical Epidemiology

NATURE OF THE POSITION

The Lead Clinical Research Coordinator (CRC) is responsible for coordinating the operations of the Geriatric Cardiology Research Program led by Dr. Jonathan Afilalo at the Jewish General Hospital. Our research strives to improve the health of older adults with heart disease through the use of innovative strategies such as adaptive exercise programs, advanced cardiac imaging, and artificial intelligence (tinyurl.com/y6esrtc5). Responsibilities of the Lead CRC include coordinating a dynamic portfolio of investigator-initiated multi-national cohort studies and clinical trials, monitoring and participating in patient recruitment and data collection, organizing and auditing case reports forms and research datasets, training and supervising research staff and students, among others. The Lead CRC acts as the key resource person in liaison with collaborators, sponsors, administrators, and clinicians in the hospital. The Lead CRC is well versed in the ethical and regulatory standards that govern human research and plays a significant role in ensuring that research being conducted complies with these requirements. Ultimately, the Lead CRC is tasked with ensuring that the ensemble of research projects are carried out efficiently per-protocol with the necessary safeguarding of research participants' rights and well-being. The salary scale is commensurate upon the candidate's experience and credentials.

DUTIES AND RESPONSIBILITIES

- Coordinates the operations and day-to-day functioning of the research program
- Supervises the activities of the research staff and students
- Orients and trains new research team members
- Liaises with co-investigators, research assistants, administrators, ethics and finance department members locally and at collaborating sites
- Interacts with clinicians and attends weekly cardiology rounds
- Sets the agenda and actively partakes in Friday research meetings (as well as ad-hoc meetings during the week), records minutes for these meetings
- Prepares and circulates progress reports for our multi-center trials
- Prepares and submits up-to-date regulatory and ethics documents
- Oversees or participates in the completion of participant screening, recruitment, and consent

- Oversees or participates in the completion of participant questionnaires, physical tests, chart reviews, and follow-ups
- Reports protocol deviations and adverse events
- Audits completed case report forms and collected data, investigates and resolves errors
- Troubleshoots logistical and administrative issues with strong problem-solving skills
- Processes payroll requests for research staff, collaborators, and external contractors
- Maintains records of the expenses and budgets associated with each project
- Ensures participant confidentiality and respect for autonomy
- Manages research equipment inventory and distribution to collaborating sites
- Creates and updates Standard Operating Procedures (SOP) documents and multi-media
- Creates and updates REDCap database dictionaries and case report forms
- Aggregates linked datasets into REDCap
- Contributes to the design and analysis of research projects, and can co-author abstracts and manuscripts
- Reviews, assembles, and helps submit manuscripts and grant applications
- The lists of duties and responsibilities above are representative and not a comprehensive list

JOB QUALIFICATIONS AND REQUIREMENTS

- Masters of Science in a health-related field with 3 years of experience in clinical research, or Bachelors in a health or related field with 5 years of CRC experience
- Bilingual in French and English (written and spoken fluently)
- Comfortable in the hospital setting interacting with elderly patients for recruitment and data collection
- Highly organized
- Meticulous and detail-oriented, committed to accuracy and integrity of research data
- Excellent communication and interpersonal skills, ready to manage a multidisciplinary team
- Ability to advance autonomously and demonstrate initiative
- Ability to multi-task and manage tight timelines
- Knowledge of research regulations (Health Canada, GCP) and ethical standards (Tri-council)
- Computer skills including Word, Excel, PowerPoint, Email
- Experience with REDCap is an asset
- Familiarity with medical terminology and chart review is an asset
- Proficiency in scientific writing/editing is an asset
- Training in epidemiology is an asset
- Complementary talents in computer programming, graphic design, bioengineering, biostatistics are welcomed

Please submit your CV to jonathan.afilalo@mcgill.ca