## Clinical Research Assistant and Data Manager, Peter Brojde Lung Cancer Centre

**Job description:**
The post-holder is responsible for a range of different tasks including both support for clinical oncology care for patients and supporting and promoting research activities in the PBLCC. They will report directly to the PBLCC Directors but will be encouraged to propose and develop their own research ideas and initiatives consistent with the overall aims and priorities of the PBLCC.

Support for clinical oncology patient care

a. Maintenance of clinical database to support clinical decision-making for patient with lung cancer seen in PBLCC. This includes keeping database up-to-date and attending weekly lung cancer tumour board discussions where treatment decisions are made.
b. Facilitating access to appropriate anti-cancer drug treatments at discretion of the treating oncologist via compassionate use programs where available. This includes communicating with pharmaceutical companies and helping complete appropriate documents to secure access for patients.
c. Facilitating access to circulating-tumour DNA analysis at discretion of treating physicians for selected patients to help confirm diagnosis or re-evaluate for new mutations. This requires liaison with patients and phlebotomy services, completion of appropriate documentation for sample collection.

Clinical research activities in PBLCC: Investigatory-initiated research

a. The post-holder will organise regular (monthly) meetings to update the PBLCC clinicians and associated local researchers about any active studies. This meeting is also the forum where any proposals for new projects are discussed and decisions are made about whether to agree to collaborate with PIs from outside the PBLCC and what the terms of that collaboration may be. The post-holder will be encouraged to prepare and present their own research proposals for approval at this meeting.
b. The post-holder will be responsible for leading the writing of grants to secure research funding and the writing and submission of manuscripts arising from PBLCC investigator-initiated studies. The post-holder will also help draft or edit abstracts prepared using data from the PBLCC for presentation at research meetings e.g., abstracts prepared by clinical residents. The post-holder is expected to be an active participant in conception and completion and reporting of these research activities and recognised as contributing author to any publications.
c. The post-holder will be responsible for preparing and submitting and monitoring Ethics applications (CIUSSS) and liaison surrounding contracts and legal (LDI) as appropriate and archiving of charts and study materials as needed.

Clinical research activities in PBLCC: Pharmaceutical company research

a. The post-holder will organise regular (monthly) meetings to update PBLCC clinicians about pharma research studies. This meeting includes representatives from CRP/CRU who perform the individual study recruitment at JGH and the PIs for all active studies. This meeting is the forum to: i. inform the group about active studies, ii. trouble-shoot recruitment difficulties, iii. decide whether to proceed with studies where feasibility assessment has been favorable iv. Decide whether to proceed with feasibility assessments for proposals when PI has submitted a Confidentiality Disclosure / NDA and reviewed the protocol.
b. Post-holder will lead or supervise any approved chart-review requests from pharmaceutical companies. These require appropriate Ethics and contracts approval to have access to the data in the clinical database. The post-holder will lead submission for these approvals as well as data extraction.

**Salary:** $36.10 to $48.13 per hour (based on qualifications and experience)
**Hours:** Full time (35 hours/week)
**Starting date:** Immediate

Interested candidates should submit by email a CV to Dr. Thomas Jagoe.