

The Department of Radiation Oncology of the Jewish General Hospital (JGH) is looking for 2 clinical research coordinators to join the team. The research projects are clinical trials involving various disease sites.

The position is full-time. There is a 6-month probation and a 3-year contract offered at the end of a successful probation period.

- Salary is to be determined based on relevant experience and education.
- BSc. in life sciences is required, an MSc. is an asset.
- Relevant work/research experience is an asset.

Written and spoken French and English is a requirement.

Salary: \$20-27 an hour based on relevant experience and education

Working under the direction of the Principal Investigator (PI), the clinical research coordinator is responsible for supporting the successful conduct of clinical research studies.

Key responsibilities and duties:

- Conduct and participate in the informed consent process.
- Screen subjects for eligibility using protocol specific inclusion and exclusion criteria.
- Register participants to trials using various platforms.
- Coordinate participants tests and procedures and collect data as required by the protocol.
- Establish and organize study files, including but not limited to, regulatory binders, study specific source documentation and other materials.
- Maintain effective and ongoing communication with sponsor, research participants and PI during the study.
- Assist in the registration (if required) of the study at ClinicalTrials.gov and maintain current information on the site.
- Learn from assigned protocols to be able to screen patients, register them and ensure proper follow-ups.
- Any other related tasks as assigned by supervisor.

The Lady Davis Institute (LDI) is committed to equity, diversity, and inclusion within its community. The LDI has an equal opportunity employment program and welcomes applications from all qualified candidates, regardless of their characteristics, with the skills and knowledge to productively engage with diverse communities. Accommodation for any part of the application process may be provided to persons with disabilities who request it.

Interview process

Step 1: Initial screening

Step 2: Phone interview

Step 3: Remote group presentation of what the job entails

Step 4: In-person interview and tour of facility

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