

Clinical Research Coordinator

Cardiovascular Research Unit
Jewish General Hospital

Job Summary

Coordinate and participate in clinical research studies in Cardiovascular Medicine/Surgery conducted by supervising physicians. Perform a variety of subject care and administrative duties to support activities that meet objectives of assigned research protocol(s).

Duties and Responsibilities

- Provide subject care and data collection procedures in adherence with the assigned study protocol and in accordance with good clinical research principals.
- Ensure that, institutional review board (IRB) approval (ethic) of protocol and informed consent form is obtained prior to initiation of the study.
- Review subject charts and other sources to screen and identify potential subjects for inclusion in study based on criteria described in the protocol.
- Confer with subject and physician to explain purpose of study. Explain diagnostic procedures and method of treatment to answer subject and family concerns. Obtain written consent for subject to participate in a study prior to initiation of any protocol procedures.
- Work with the nursing staff to administer study drug or treatment to research subjects.
- Obtain and coordinate subject blood samples, cultures, tissues, and other specimens for laboratory analysis as described in study protocol.
- Collect pertinent information and data from subject charts and records, subject interviews, and other sources. Complete case report forms (CRFs) in accordance with research protocol guidelines.
- Review CRFs, source documentation, and study files with representative from sponsor, ethic committee or governmental agency to ensure completeness at each visit. Make necessary corrections to CRFs and submit requested documentation in a timely manner.
- Compile and submit reports, documents, and correspondence as necessary to the IRB and sponsor.
- Provide training and direction to assistants or new personnel on protocol procedures.
- Provide support to all ongoing clinical trials in Cardiovascular Medicine/Surgery under the supervision of the main coordinator of the trial.

Qualifications, skills and abilities required

- RN or person with medically related or research experience is an asset
- Detail-oriented person with the ability to collect, compile, and analyze information
- Ability to understand and communicate research protocol requirements to others
- Can work independently on multiple tasks and manage time effectively
- Software familiarity
- Excellent communication skills
- Team work
- French and English

Starting date: Immediately

Hours: Full time (35 hours/week)

Salary: Competitive

HOW TO APPLY

Please send a CV and a Cover Letter to:

Claudine Robert

Email: crobert@jgh.mcgill.ca

Tel : (514) 340-8222 x26191