

## **Clinical Research Coordinator**

Full time or Part time position (negotiable), renewable contract

Lady Davis Institute - Participant research is conducted at CLSC Rene-Cassin

We are currently seeking an empathetic, hardworking, and organized individual to join the tDCS (trans-cranial direct current stimulation) research lab in its exciting work on a novel treatment for dementia. As part of our team, your main responsibilities are to manage participant progress and to ensure the smooth operations of the lab. You will work directly with participants in an administrative capacity (recruitment, scheduling, and responding to queries) and in a clinical capacity (completing neuro-psych tests, setting up tDCS stimulation equipment, conducting cognitive training activities). You will also liaise with team members in Montreal, team members in Toronto, and the primary investigators of the studies, to allocate and organize tasks.

Much of your work can be accomplished virtually. However, for in-person tasks, you will be required to work on-site. Although the in-person tasks may vary from week to week, it is strongly encouraged that you spend at least two days per week in the lab.

### **The responsibilities of this role include but are not limited to:**

#### *Recruitment*

- Liaising with the Jewish General Hospital Memory clinic to identify and contact potential participants
- Maintaining and distributing recruitment documents (brochures etc.)
- Preparing and organizing information sessions for potential referring organizations
- Maintaining a list of referring clinics and organizations

#### *Coordination*

- Maintaining timely records of participant progress within studies
- Planning and scheduling lab appointments in accordance to the protocol
- Coordinating available staff to complement participant schedule
- Maintaining a shared lab calendar
- Ensuring timely completion of required documentation
- Ensuring clear and timely filing/organization of clinical documentation
- Maintaining standards of participant safety and confidentiality
- Communicating regularly with principal investigator and lab team

#### *Clinical*

- Completing neuro-psych tests and other evaluations
- Setting up tDCS equipment and administering stimulation
- Conducting cognitive training activities involving word-finding, executive functioning, and other

#### *Clerical*

- Maintaining timely financial records and occasional expense reports
- Preparing bill payment and travel reimbursement requests
- Ordering supplies as needed
- Maintaining a database with participant progress information
- Use of Microsoft Suite, Octopus, E-espresso, Outlook, and Google Calendar

#### *Managerial*

- Acting as Team Leader
- Coordinating the activities of other team members
- Monitoring hours and approving timesheets
- Implementing quality control processes

**Education:**

- Bachelor's Degree in a related field
- Specialization in neuroscience, speech language pathology, or a related field (preferred)

**Qualifications and Experience:**

- Excellent communication and ability to build rapport (required)
- Proficiency with Microsoft Office (required)
- Bilingualism, French and English (required)
- Ability to work in a team and independently (required)
- Experience in a clinical research setting (preferred)
- Prior experience with Alzheimer's or Dementia (preferred)
- Experience conducting statistical analyses (preferred)

**Salary and Benefits:**

- Salary scale starts at \$27.22/hour + premium
- 20 vacations days for full-time employment
- 13 statutory holidays for full-time employment
- 9.6 sick days for full-time employment
- Pension Plan (RREGOP) from start date
- Group Insurance

*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.*

To apply, please email a cover letter, CV to [tdcs.labs@gmail.com](mailto:tdcs.labs@gmail.com)

Please note that only applicants who are selected for an interview will be contacted