

## **Research coordinator at the Centre d'excellence en maladies infectieuses-microbiologie médicale (CEMI)**

### **Jewish General Hospital, CIUSSS West-Central Montréal (CCOMTL)**

The CEMI of the Infectious Diseases Division at the Jewish General Hospital is currently seeking a Research Coordinator to join a growing team. Reporting to the head of the infectious diseases division, the clinical research coordinator, through his(her) involvement, will help advance knowledge in infectious diseases and medical microbiology in a context of excellence. CEMI is set to grow rapidly over the next few years, and we are looking for a dynamic candidate ready to meet the challenges ahead. Whether they are single-center, multi-center, academic or pharmaceutical, all projects are managed in compliance with applicable regulatory frameworks (provincial, federal and international).

#### **Summary of Responsibilities:**

- Have leadership and take full and autonomous responsibility for coordinating clinical studies, ie establishing excellent collaborative links with researchers, health professionals in the division, clinical services of the JGH, funding agencies, the staff of the Research Ethics Committee (IRB), the Office of Research Agreements, and the Lady Davis Institute (LDI).
- Develop clinical trial requests to Health Canada as needed and ensure the necessary follow-ups with regulatory authorities; collects, reviews and files sites essential documents; assists investigators with local ethics submissions; assist with initiating and maintaining study files; assist with assembling and shipping the Investigator's Study File; assists with elaboration/writing of study documents for clinical trials; assists Project with creation and maintenance of enrolment tracking tools and study material inventory; assists with preparing investigators payments; assists with project tracking activities and status reports preparation;
- Participate in conference calls or videoconferences (often in English) and occasionally in investigator meetings.
- Provide support to researchers in the development of protocols and assessment of feasibility and provide training as needed as well as the process of submitting research protocols to the REB.
- Work closely with interdisciplinary teams and attend interdisciplinary meetings and clinics as needed.
- Evaluate the budgets necessary to cover the costs of carrying out the studies, ensure the follow-up of financial and contractual aspects, including the financial management of other CEMI members (research nurses, clerical staff, students of all levels)
- Organize research visits with patients in support of research nurses
- Collect, maintain and classify regulatory documents and create source documents.
- Assist and help research nurses as needed in collecting clinical data from users' files, entering research data into electronic databases and responding to requests for clarification (queries) within the required timeframes.
- Assist the verifiers including logistics during surveillance visits (monitoring, audit, inspection);
- Archive the documents of the studies completed in accordance with the regulations in force.
- Perform all required training related to his work.
- Perform any other task deemed relevant for the development and proper conduct of research projects.

#### **Requirements:**

- Bachelor's degree or more in an appropriate discipline (eg: healthcare / health, biomedical sciences, pharmacology or others);
- Relevant experience in clinical research (academic or pharmaceutical) an important asset;
- Bilingualism essential, fluent French and English (oral and written);
- Mastery of software used in research and of the Office suite (Word, Excel, Outlook);

## Specific skills

- Great learning and adaptation skills, versatility and multitasking;
- Comfortable in a work environment with several teams and several people;
- Proactive, can work independently with supervision and demonstrate organizational, prioritization and time management skills;
- Have a high level of interpersonal skills and excellent customer service;
- Precision, rigor and confidentiality in the work in general and more specifically in the collection and transfer of research data;

## Conditions of employment

Salary scale: between \$ 22.50 / hr and \$ 31.00 / hr depending on experience

Position: Regular full-time (35 hours per week), schedule mainly daytime during the week but which could occasionally take place outside these hours depending on the needs of the various projects.

Expected start date: Immediate

**If you are interested in this position, please apply online by submitting your CV and cover letter: [karl.weiss@mcgill.ca](mailto:karl.weiss@mcgill.ca).**

## Remarks:

The masculine gender is used without discrimination and for the sole purpose of simplifying the text. The CCOMTL subscribes to the principle of equal access to employment and invites women, members of visible minorities and ethnic minorities, persons with disabilities and Aboriginals to apply. We would be grateful if you could let us know of any disability that would require technical and physical accommodation adapted to your situation during the selection process. Please be assured that we will treat this information with confidentiality.

## Other advantages:

SERVICES AVAILABLE ON-SITE JGH

Pharmacy, banking services (ATM), Optometrist, daycare

Cafeteria, Second Cup coffee shop; Laura Secord Store

5-7 minutes from the metro Côte Ste Catherine (orange line) and Côte des Neiges (blue line) and BIXI stations;

Close to commercial streets: terraces, bookstores, bakery, restaurants, supermarket, cleaner.

## Being part of CEMI means:

- Contribute to a human mission which aims to improve the health of Quebecers;
- Get involved with an innovative work team, open to the world and motivated by constantly evolving projects in the best hospital in Quebec according to the Newsweek ranking (<https://www.newsweek.com/best-hospitals-2021/canada>);
- Have the opportunity to realize oneself through stimulating challenges.
- Offer yourself a career that matches your skills in a constantly changing environment.
- Evolve in an organization that values continuous improvement.
- To achieve professionally thanks to the multiple possibilities of development.