Hôpital général juif
Jewish General Hospital

| | | |
|---|---|---|
| **TITLE:**<br>**Clinical Research Coordinator – Level II** | **Number:** **XXXX** | |
| | Effective Date:<br>**Y \| M \| D**<br>**2025 10 15** | Date Revised:<br>**Y \| M \| D** |

**ACCOUNTABILITY:** Prof. Guillaume Fontaine, RN, PhD, Centre for Clinical Epidemiology, Lady Davis Institute for Medical Research & Department of Global and Public Health and Ingram School of Nursing, McGill University

**NATURE OF THE FUNCTION:** The Research Coordinator will play a pivotal role in supporting a federally funded research project on scaling up point-of-care hepatitis C testing and treatment in Canada. The successful candidate will oversee the daily operations of the project, coordinate research activities, and liaise with internal and external stakeholders. This is an excellent opportunity to contribute to a national initiative with a strong focus on equity and innovation in healthcare delivery.

**DUTIES AND RESPONSIBILITIES:**

- Prepares, submits and follows-up on necessary regulatory and ethics documents
- Applies recruitment strategies and aids in the recruitment of research participants
- Ensures that research participants are provided with information and documentation relating to the research study
- Ensures or participates in the informed consent process and document
- Administers and ensures completion of questionnaires and other data collection methods defined by the protocol.
- Maintains an accurate record of the expenses, balance sheet and budgets associated with each project
- Coordinates patient visits as per protocol, reports deviations and violations as the case may be
- Organizes and participates in clinical team meetings
- Coordinate submissions to and communications with Research Ethics Boards (REBs).
- Manage research activities, including participant recruitment, data collection, and data management across multiple provinces and settings.
- Develop and maintain study protocols, standard operating procedures, and training materials for point-of-care hepatitis C testing and treatment.
- Facilitate the co-design of implementation strategies with key stakeholders, including healthcare providers, community organizations, and policymakers.
- Maintain regular communication with collaborators, including the Public Health Agency of Canada, and organize team meetings.
- Monitor project progress and ensure compliance with ethical guidelines, regulatory requirements, and quality assurance standards.
- Assist in preparing reports, manuscripts, and presentations for the dissemination of research findings.
- Manage project timelines, budgets, and deliverables to ensure project milestones are achieved.

| | | |
|---|---|---|
| **Number:** xxxx | | |
| **TITLE:**<br>**Clinical Research Coordinator – Level II** | Effective Date:<br>**Y 2025 \| M 10 \| D 15** | Date Revised:<br>**Y \| M \| D** |

**JOB QUALIFICATIONS AND REQUIREMENTS:**

- Bilingual: French and English written and spoken
- Master's degree (completed or near completion) in Public Health, Health Services Research, Nursing, or a related field.
- At least 2 years of experience in Research Assistantship or Research Coordination, preferably in healthcare or implementation science projects.
- Strong organizational skills with the ability to manage multiple priorities effectively.
- Excellent interpersonal and communication skills with a proven ability to work collaboratively with diverse stakeholders.
- Current GCP and TCPS 2 certificates (or willingness to complete upon hire).
- Knowledge of qualitative and quantitative research methods is considered an asset.
- Degree and licensure to practice in a healthcare-related profession (e.g., RN) is considered an asset.

**WORK CONDITIONS:**

- Hybrid work based in Montréal (based at the LDI and McGill University) with travel to partner sites (approx. 10–20%); occasional evenings/weekends for outreach/testing events.

**COMPENSATION AND BENEFITS:**

- **Salary range:** $51,337 to $85,562 (commensurate with experience and qualifications).
- **Vacation:** 20 days per year (1.667 days/month). Vacation is accrued over 12 months from May 1 to April 30 and must be used in the following reference year.
- **Sick leave:** 9.6 days per year, calculated over 12 months from December 1 to November 30. Becomes effective after 3 months of employment; non-transferable; payable if not used. Note: 3 of the 9.6 days may be taken for personal reasons.
- **Statutory holidays:** 13 days per year, in accordance with the Jewish General Hospital statutory holiday schedule.
- **Group insurance:** Eligible after 3 months of employment. The Principal Investigator (PI) covers 50% of the cost of health and dental coverage. In addition, LDI employees enrolled in the Blue Cross health and dental plan, and their dependents for family and single-parent coverage, are eligible for an additional taxable benefit, the LDI Health Supplementary Fund (referred to as a Health Spending Account, HSA, by Blue Cross), which provides an annual allocation of $250 to $500 depending on coverage type, for health expenses not covered by the group plan or the provincial plan.
- **Pension plan:** Contributions to the Government and Public Employees Retirement Plan (RREGOP), pursuant to the Act respecting the Government and Public Employees Retirement Plan.