Position Title: Clinical Research Assistant

Location: On-site at select primary care clinics and emergency rooms in Greater Montreal (QC)

Employment Type: Full-Time (35 hours/week)

Duration: 1 year (with the possibility of renewal)

Compensation: Competitive salary and benefits according to LDI policies

Start Date: November 1, 2025 (or immediately)

Employer: Lady Davis Institute for Medical Research, Jewish General Hospital

We are currently looking for a highly motivated and organized full-time **Clinical Research Assistant** to join our team. The successful applicant will be responsible for participant recruitment, data collection, and study implementation.

The Clinical Research Assistant will report directly to the Research Manager.

Job Summary:

Under the direction of Dr. Machelle Wilchesky (Quebec Principal Investigator), the Clinical Research Assistant will conduct research operations for the Quebec Hub of a large, multi-faceted study funded by the Canada Biomedical Research Fund (Government of Canada). The study aims to help Canada prepare for future pandemics by enhancing surveillance, improving care, improve clinical trial patient recruitment, and supporting the manufacturing of diagnostics, vaccines, and therapeutics. The specific objective being addressed by this position is to improve patient care and health system efficiency through the enhanced detection and treatment of respiratory viral diseases.

The successful applicant will work on-site collecting research data in primary care clinics and emergency rooms. This position involves direct contact with patients or study participants presenting with respiratory symptoms.

Duties, Responsibilities, and Requirements:

Key responsibilities include the following:

- Recruit, screen, and enroll study participants in primary care clinics or emergency rooms.
- Collect two nasopharyngeal swabs from participants, ensuring proper technique, participant comfort, and adherence to infection prevention and control protocols.
- Obtain informed consent and ensure participant engagement in accordance with study protocols and regulatory requirements.
- Facilitate clear communication with healthcare partners (e.g., nurses, physicians, administrative staff) and research team members.

- Collect, manage, and maintain clinical and research data, maintaining accuracy, completeness, and confidentiality.
- Ensure compliance with institutional policies, Good Clinical Practice (GCP), and relevant regulatory guidelines.
- Coordinate study visits, follow-ups, and other participant interactions.
- Handle biological samples, including labeling, processing, storage, and preparation for shipping in compliance with biosafety and regulatory standards.
- Maintain accurate study documentation and case report forms.
- Enter key information into an online electronic data management platform (REDCap), accessible via a data-enabled electronic tablet.
- Assist with monitoring and auditing of study data and documentation.
- Maintain inventory of study supplies and equipment.

Knowledge, Skills, Abilities and Professional Characteristics:

- Excellent communication skills in English and French
- Attention to detail and strong problem-solving skills
- Strong social, interpersonal, and ability to build positive relationships
- Ability to handle sensitive and confidential information with discretion
- Flexibility to adapt to a changing workload and adaptability in managing competing priorities
- Ability to work effectively under pressure while exercising good judgment
- Able to work independently and as part of a team

Minimum Qualifications:

- Must be **certified and a member in good standing** of one of the following professional orders in Quebec:
    - *Ordre des infirmières et infirmiers du Québec (OIIQ)* – Registered Nurse
    - *Ordre des infirmières et infirmiers auxiliaires du Québec (OIIAQ)* – Licensed Practical Nurse
    - *Ordre professionnel des inhalothérapeutes du Québec (OPIQ)* – Inhalation Therapist (Respiratory Therapist)
    - *Ordre professionnel des technologistes médicaux du Québec (OPTMQ)* – Medical Laboratory Technologist
- Minimum **2 years of research-related or other relevant work experience**, preferably in clinical research (trials), infectious disease surveillance, laboratory settings, or health research
- Must be bilingual (English/French)
- Must be eligible to work in Canada
- Familiarity with sample handling procedures, biosafety protocols, and shipping regulations preferred
- Familiarity with clinical research protocols, GCP, and regulatory requirements is an asset
- Familiarity with REDCap (or similar electronic data capture systems) is an asset

Commitment to Diversity, Equity, and Inclusion

The LDI is committed to building a diverse, inclusive, and equitable workplace. We welcome applications from candidates of all backgrounds, including but not limited to Indigenous peoples, racialized persons, members of visible minorities, persons with disabilities, women, members of the

2SLGBTQIA+ community, and those with diverse lived experiences. We value the unique perspectives and contributions that a diverse team brings to advancing health research and encourage applicants to self-identify if they wish.

Interested candidates are invited to submit a CV and cover letter by email to stephanie.ballard@ladydavis.ca. We thank all candidates for their interest, but we will only communicate with the candidates selected for an interview.