

Position: Full-time Clinical Research Coordinator

The clinical research team led by Dr. Michael Goldfarb is looking for a full-time clinical research coordinator to be based at the Lady Davis Institute for Medical Research/Jewish General Hospital. Dr. Goldfarb's research program is focused on trials to improve patient and family engagement in critical care. The clinical research coordinator will be responsible for coordination of local and multicentre studies.

Role & Responsibilities

- Provide support to ongoing clinical trials under the supervision of Dr. Goldfarb.
- Prepare and revise documents for research ethics board (REB) submission, including for multicentre studies.
- Coordinate and manage daily operations of research studies.
- Identify potential subjects for inclusion in study based on criteria described in research protocols.
- Explain study to potential participant. Obtain written consent for subject to participate in a study prior to initiation of any protocol procedures.
- Work with the healthcare team to administer intervention to research subjects.
- Data collection procedures in adherence with the assigned study protocol and in accordance with good clinical research practices.
- Collect pertinent information and data from subject charts and records, subject interviews, and other sources. Complete case report forms (CRFs) in accordance with protocol guidelines.
- Compile and submit reports, documents, and correspondence as necessary to the REB.
- Provide training and direction to assistants or new personnel on protocol procedures.
- Optional (based on expertise and interest): Opportunities to participate in manuscript writing and grant preparation.

Qualifications

- At minimum a bachelor's degree, a master's degree and clinical research experience is an asset
- Bilingual: French and English
- Detail-oriented person with the ability to collect, compile, and analyze information
- Ability to understand and communicate research protocol requirements to others
- Ability to work independently on multiple tasks and manage time effectively
- Excellent communication skills
- Software familiarity: Microsoft Word, Excel
- Knowledge of Nagano, REDCap is an asset

Benefits

- Casual dress
- Company pension
- Dental care
- Disability insurance
- Extended health care
- Flexible schedule
- Life insurance
- Paid time off
- RRSP match
- Vision care

Additional Information

- **Status:** permanent, full-time (35h/week)
- **Pay:** competitive (commensurate with experience and qualifications)
- **Hours of Work:** Monday to Friday 8:30am to 4:30pm
- **Duration of contract:** 6-months, with possibility of renewal
- **Start Date:** Immediately
- **Work site:** Lady Davis Institute for Medical Research (Jewish General Hospital), 3755 Chem. de la Côte-Sainte-Catherine, Montréal

To Apply: Interested applicants, please email a cover letter, CV, and unofficial transcripts to Research Coordinator, Jillian Kifell (jillian.kifell.ccomtl@ssss.gouv.qc.ca). Applications will be accepted until the position is filled, given the volume of applications, only applicants who are selected for an interview will be contacted.