

Jewish General Hospital (Lady Davis Institute for Medical Research)

INSTITUTION: Lady Davis Institute for Medical Research (LDI)

TITLE: Clinical Research Coordinator

SERVICE: Radiation Oncology Clinical Research Unit

POSITION TYPE: Full-Time (35 hours per week), on-site

PLACE OF WORK: 3755 Côte-Sainte-Catherine Road, Montréal, QC H3T 1E2

WORKING HOURS: Monday to Friday (flexible start hours between 8:00 am to 9:00 am)

START DATE: As soon as possible

DUTIES AND RESPONSIBILITIES:

Working under the direction of the Principal Investigator (PI), the clinical research coordinator is responsible for supporting the successful conduct of clinical research studies in the radiation-oncology department. The focus of the clinical research involves prostate cancer.

MAIN TASKS:

- Conduct and participate in the informed consent process, including interacting with the research participants, answering any questions related to the study, and obtaining informed consent.
- Screen subjects for eligibility using protocol-specific inclusion and exclusion criteria.
- Register participants to the appropriate coordinating centre (if multi-site study).
- Coordinate participant tests and procedures on-site within a multidisciplinary team and coordinate with study teams of other participating centres (for multi-site studies).
- Collect data, completing case report forms, and answering queries in an accurate and timely manner as required by the protocol in order to maintain study timelines. This involves monitoring the data entry of other participating centres (for multi-site studies).
- Collaborate with the PI and Trials Manager to prepare ethics and regulatory submission documents to Research Ethics Board and Health Canada for new and ongoing trials.
- Prepare other study materials as requested by the PI. These study materials include, but are not limited to protocol, informed consent forms, case report forms, enrollment logs, and standard operating procedures.
- Organize and create study files, including but not limited to, regulatory binders, study specific source documentation and other materials.
- Prepare, centrifuge, and ship participant blood samples as per protocol lab manual.
- Assist PI in abstract and manuscript writing.

This is a 3-year contract after completion of a 3-month probation period. Renewable based on performance.

Benefits:

- 20 vacation days/year (after 1 year of employment)
- 13 statutory holidays/year
- 9.6 sick days/year (after 3 months of employment)
- Group health and dental insurance (after completion of a 3-month probation period).
- Pension Plan (RREGOP)

Salary: Competitive (commensurate with experience and qualifications)

REQUIREMENTS:

- Bilingual: English & French (oral and written)
- Bachelor's Degree (in related field preferred) or previous research experience
- Able to work legally in Canada (Canadian citizens, permanent residents, or work permit holders).
- Highly motivated, organized and good time-management
- Excellent communication skills (with research participants and multidisciplinary team)
- Working knowledge of Word & Excel.

To apply, please submit a CV to Paola Diego at Paola.Diego.ccomtl@ssss.gouv.qc.ca.