Clinical Research Study Coordinator Position
Jewish General Hospital-Lady Davis Institute

Functions:

➢ Takes knowledge of the protocol and gets familiar with all the different vendors of each clinical trial
➢ Prepares a checklist for all the vendors and their links, for each clinical trial.
➢ Prepares source documents with the data managers.
➢ Verifies eligibility of the participants for research trials identified by the investigator.
➢ Ensures that the timing of all assessments and submissions required per protocol are respected.
➢ Ensures that all test results are available, verified and signed by the PI prior to the randomization, the treatment start date as well as prior to data entry.
➢ Plans patient treatment starts date and coordinates appointments with clinical staff and departments.
➢ Screens and randomizes candidates after a final verification with PI.
➢ Kit allocation.
➢ Coordinates subsequent treatment with pharmacy and nursing departments after reviewing patient’s status with the assigned nurse.
➢ Informs the physician of any action required by protocol regarding side effects, dose modification or tumor response documentation.
➢ Communicates with monitor regarding all questions that apply to all aspects of the protocol.
➢ Reports serious adverse event to the sponsor and the JCRP office.
➢ Books monitoring visits in collaboration with ethics and regulatory coordinators.
➢ Verifies with Data managers that data is entered within 10 business days, completed and available before study monitors.
➢ Resolves monitors findings.

Qualifications:

➢ Bilingual: French and English.
➢ Good knowledge of office software.
➢ Rigor, precision, autonomy, initiative, a sense of responsibility and the ability to manage several files at the same time are desirable qualities.
Status and Benefits:

- Day shift Monday to Friday, full time position.
- Salary and benefits according to LDI scales and policies.

To apply:

Do you think you correspond to the required profile? We will be happy to hear from you. You can send us your application accompanied by your CV
Contact person: Gladys El-Helou

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514-340-8222 extension # 26581