Clinical Research Data Manager Position  
Jewish General Hospital-Lady Davis Institute

Functions:
1- Organizing and completing patient’s study binders
2- Completing and updating patient’s diaries
3- Entering and filling in electronic case report forms (eCRF)
4- Resolving all data requests from the sponsor, in coordination with the study coordinator.
5- Ensuring that data is complete and available for the study monitors.
6- Preparing line listings for SUSARs for each investigational drug and forwards it to the investigators for review and signatures.
7- Scheduling patient’s appointments and updating Google calendar.
8- Calling patients to inform them of their appointments.
9- Collecting the patient’s chemotherapy administration sheets.
10- Bringing prescriptions and kit allocations to the pharmacy.

Qualifications:
1- Bilingual: French and English.
2. Good knowledge of office software.
3. 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:
1- Day shift Monday to Friday, full time position.
2- 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

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