

Research Coordinator/ Research Assistant

Jewish General Hospital - Montréal, QC

Position Title: Clinical Research Coordinator/Research assistant

Start Date: Immediately

Location: Centre of Excellence in Thrombosis and Anticoagulation Care (CETAC), Jewish General Hospital, 3755 Ch. de la Cote-Ste-Catherine Road, Montreal (Quebec) H3T 1E2

Job Summary: Under the direction of Dr. Vicky Tagalakis and thrombosis clinical researchers Drs. Hirsch, Kahn and Simard, will perform duties associated with the day-to-day management of thrombosis clinical trials and observational studies conducted at the JGH site. This will involve recruitment and follow-up of patients, record keeping, and communications with the central study site, adhering to principles of good clinical practice (GCP).

Duties, Responsibilities, and Requirements (included but not limited to):

- Act as first line of contact for study at JGH site
- Screen, recruit and follow patients and perform data entry for thrombosis-related clinical research studies
- Manage the process of study drug and other study supplies shipment as required
- Communicate with and coordinate submissions to Research Ethics Boards, if needed

Knowledge, Skills, Abilities and Professional Characteristics:

- Strong interpersonal skills and ability to work both independently and as a member of a research team;
- Bilingualism (English and French, written and verbal) with strong writing skills in English;
- Demonstrated ability to organize work load and manage multiple tasks simultaneously in order to deliver expected results, adhere to study timelines, and meet important deadlines;
- Certified in Good Clinical Practice (GCP);
- Experience with REB submissions, particularly via Networked Academic Guidance and Network Oversight (NAGANO), is an asset;
- High capacity to take initiatives and attentive to detail;
- Strong problem-solving skills;
- Proficient with Microsoft Office;
- Familiarity with clinical trial management systems (CTMS) is an advantage.
- Interest/knowledge of thrombosis would be an asset

Minimum Qualifications:

- Undergraduate or higher degree in health-related field
- Work experience in clinical research that involves direct patient contact (do not apply if you lack this experience)

Salary Details

- Commensurate with experience and the policies of the Lady Davis Institute for Medical Research.

Interested candidates are invited to submit a cover letter, CV, and unofficial university grades transcript to Lori.Young@ladydavis.ca

Applications will be accepted until the position is filled. Only those applicants selected for an interview will be contacted.