Research Coordinator II, Lawson - 1 position	Posting #: 54434
Lawson	Posting Date: February 11, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: February 17, 2025
Temporary Part Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: $36.16 - $45.20 /hour

Temporary (PT) position until approximately February 2026 (with the expectation for renewal), subject to the availability of work.

The successful candidate will work under the direction of Dr. Pope, in the role of the “Research Coordinator” within the Rheumatology Research team at St. Joseph’s Hospital. The team is seeking a candidate who holds registration with the College of Nurses of Ontario, for a hybrid clinical and office role. This position will focus on all dimensions of clinical trials administration. This is an up to 4 day (30 hours) per week position, with required days being Mon-Wed to align with clinic operations. This is a twelve-month contract with expectation of renewal, depending on continued funding.

Description of Responsibilities:
• Coordinate both industry and investigator sponsored clinical trials.
• Utilize professional knowledge and skillset to ensure high standards of participant care and safety are maintained. This includes including compliance with study protocols as well as other ethical, regulatory, and sponsor requirements.
• The successful candidate may need to undergo various types of training specific to each trial. This includes the administration of medications/therapies to clinical trial participants. The successful candidate must be able and willing to work in an independent capacity.
• Monitor participant response to trial therapies and respond to variances according to study protocol. Monitor study participants for side effects or complications, and document changes in health status. Utilize professional judgement and critical decision making in planning and providing care. Report to the study physician(s)/PI and follow protocol and regulatory guidelines for reporting any Serious Adverse Events.
• Carry out day-to-day research duties required for the operation of multiple clinical studies. Responsibilities include: Act as a liaison with industry, study participants, research team members, physicians, pharmacy and allied healthcare workers; Screen, consent, enroll, and schedule participants in studies; Complete clinical trial documentation; Data collection and entry; Review and follow study budget milestones and alert appropriate research team members when milestones are met; Collect/process/store/ship various biological samples; plan and order appropriate equipment and material required to carry out study activities; Prepare and maintain ethics and other regulatory documents (ex. Health Canada, Ethics, institution specific applications); host monitor visits on site.

The incumbent will maintain certification in:
• CPR training/ BLS for Healthcare Providers course: BLS-HCP(C)
• WHIMS training
• Transportation of Dangerous Goods (TDG)/International Air Transport Association (IATA) certification
• GCP training requirements including TPCS/Division 5 certification

<u>Essential Qualifications</u>

- Ability to work independently with good judgement, initiative, and professional attitude in the workplace. Demonstrated
- warmth, interest and empathy in interactions with patients and families.
- Ability to adhere to GCP guidelines, regulations, and SOPs.
- Demonstrated ability to attend work on a regular basis.
- Excellent interpersonal, supervisory, organizational and planning skills. Ability to multi-task and meet deadlines. and able

- to deal with confidential matters.
- Excellent verbal and written communication skills in English. Ability to communicate effectively general and scientific
- information both verbally and in writing at all levels.
- Adaptable, flexible and resourceful.

Preferred Qualifications

- Prior clinical trials or clinical research experience, or experience working in a clinical setting
- Former experience and with implanted ports, central lines, and/or peripheral IV initiation.
- Prior experience communicating with patients and families, physicians, and allied health professionals.
- Knowledge of Good Clinical Practice (GCP)/International Conference on Harmonization of Technical Requirements for
- Registration of Pharmaceuticals for Human Use (ICH) guideline.
- Proficient in computer applications and software such as Microsoft Word, Excel, PowerPoint, RedCAP, Medidata, and/or
- ability and willingness to learn.
- Familiarity with LHRI policies and procedures an asset.
- Demonstrated ability to lead and work in teams.

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps, rubella, varicella (chicken pox), Hepatitis B,
- COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.
Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.