

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting **Temporary Part-Time (1 year contract; approximately 22.5 hours per week)** opportunity as a Research Assistant exists in the Women's College Research Institute, reporting to the Principal Investigator.

The Research Assistant will act as an integral team member of the Multidisciplinary Osteoporosis Research Program. The Research Assistant will be responsible for overseeing the day-to-day management of a Randomized Controlled Trial.

Summary of Duties, but not limited to:

- Ongoing coordination of a large clinical RCT including: subject recruitment, assessing subject eligibility, obtaining subject consent, enrollment, scheduling appointments, making monthly patient follow-up calls and appointment confirmation calls
- Preparing applications to clinical trial registries for international trial number assignment, assisting in writing study-related documents such as questionnaires, consent forms, medication instruction sheets, study logs, study sub-contracts and material transfer agreements
- Writing ethics submissions including trial submissions, amendments, yearly renewals and study closures
- Managing the research grant and budget by invoicing trial vendors, overseeing cost-centre transfers and performing regular account cross-checking and reconciliation
- Assisting with grant and manuscripts submissions
- As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Bachelor Degree in a science-related discipline preferred
- A minimum of 1 year of experience as a Research Assistant in a hospital-based research environment
- Experience running clinical trials and supervising junior staff is an asset
- Outstanding written and verbal communication skills
- Excellent organizational and administrative skills with attention to detail
- Ability to work well in a deadline-oriented and team-based environment
- Strong multi-tasking, time and project management skills
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all.

POSTING DATE: December 16, 2013

Please forward resumes via email to HR@wchospital.ca with the position title in the subject line.

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We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.