

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 **regular full-time** opportunity as a **Clinical Trials Coordinator II (Competition #319.18)** exists in the Women's College Research Institute, reporting to Dr. Jacob Udell.

Summary of Duties, but not limited to:

- Coordinates and monitors a multi-site research program including the monitoring of the progress and deadlines of research activities, developing and maintaining records of research activities, and establishing and maintaining operating policies and procedures
- Prepares and monitors study documents and other research files, including questionnaires, chart abstraction forms, consent forms, and interview guides
- Assists in proactively identifying barriers/threats/risks for project completion and works with team members to develop solutions
- Prepares, submits, and maintains Research Ethics Board (REB) applications both internally as well as submissions to external organizations (if applicable), tracks ethics approvals, and completes renewals/amendments as needed
- Assists with grant preparation and submissions
- Completes coordination of research activities pertaining to the study including: subject recruitment, enrollment and scheduling study appointments
- Contacts and tracks study participants for longitudinal follow-up and clinical trial participation
- Clinical activities will include medical history taking, physical and medication assessments, phlebotomy, and administration of flu vaccine
- Assists in completing assessment of potential serious adverse events and notifies the study sponsor, physician and appropriate authorities
- Responsible for project coordination, project timelines and budgets for ongoing projects
- Plans, implements and coordinates all aspects of data collection and source documentation as per the organization's policy and ICH/GCP guidelines
- Provides an understanding of research design and research ethics processes
- Provides training and direction to Research Trainees
- Ongoing coordination of clinical, basic science activities pertaining to the research study which may include assisting Investigators in the initiation of new research and development

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.

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Qualifications/Skills:

- Undergraduate or graduate degree in a related field or equivalent experience
- Member in good standing of the College of Nurses of Ontario
- 3-5 years' experience in a research and/or academic hospital
- Previous supervisory experience preferred
- Experience with recruitment of patients for clinical studies
- Ability to work with minimal supervision and as a member of a multi-site team
- Knowledge and proficiency with the MS Office applications including Excel, Outlook, PowerPoint and Word and data collection and analysis software
- Outstanding written and verbal communication skills
- Ability to work well under pressure with strong judgment and decision making skills
- Strong multi-tasking, time and project management skills
- Ability to maintain confidentiality and adhere to PHIPA
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- 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: Wednesday November 28, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

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 Indigenous 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.