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 full-time (approximately one year), possibility of regular full-time** opportunity as a **Clinical Trials Coordinator III (Competition #112.19)** exists in the Women's College Research Institute reporting to Dr. Jay Udell.

The Cardiovascular Outcomes Research Group at Women's College Hospital is a dynamic, forward thinking program led by Dr. Jacob (Jay) Udell that works closely with the Peter Munk Clinical Trials and Translation Unit at Toronto General Hospital, and the CANHEART research group at ICES, all based within the University of Toronto. The group has expertise in national and international observational studies, clinical trials, and health services research in primary and secondary cardiovascular risk prevention. Our work on innovative cardiovascular risk factor identification and therapy has led to: clinical trial and outcomes publications in the *New England Journal of Medicine, JAMA, Circulation, JACC, CMAJ, and Lancet Diabetes;* alterations in international cardiovascular practice guidelines; and changes by the FDA in the label of diabetes drugs. Utilizing the administrative health care databases, registries, and clinical trial populations at our disposal, we study the cardiovascular benefits and risks of diabetes and antiplatelet therapies and other novel therapies, including influenza vaccination.

Summary of Duties, but not limited to:

- Identifies, analyzes and interprets research participant and/or trial information and uses professional risk assessment judgment and decision making skills to respond appropriately and proactively to issues/problems that may arise
- Prepares study documents and other research files, including questionnaires, chart abstraction forms, consent forms and interview guides
- Acts as an expert resource to trial team members
- Acts as the primary point of contact when research participant questions and concerns are escalated
- Responsible for oversight of research databases and records at the unit
- In collaboration with the Principal Investigator, plans and coordinates the initiation of research study protocols and establishes operating procedures for various research studies
- Maintains all files for regulatory ethics audit and clinical purposes related to trial activities, locally and across Canada as necessary
- Responsible for fully participating in all stages of the Cardiology research studies
- Responsible for collaborating with the Investigator and other relevant partners involved in the project both internally and externally
- Proactively identifies barriers/threats/risks for project completion and work with team members
- Completes assessment of potential serious adverse events and notifies the study sponsor, physician and appropriate authorities
- Ongoing coordination of clinical, basic science etc. activities pertaining to the research study which may include assisting Investigators in the initiation of new research
- Clinical activities will include medical history taking, physical and medication assessments, phlebotomy, and administration of flu vaccine

EMPLOYMENT OPPORTUNITY

- Monitors the progress and deadlines of research activities, develops and maintains records of research activities, and establishes and maintains operating policies and procedures
- Trains and provides some supervision on the day to day activities of research staff, students and volunteers working in the research program

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:

- Undergraduate or graduate degree in a related filed or equivalent experience
- Member in good standing of the College of Nurses of Ontario
- 5 years' experience in a research and/or academic hospital
- Senior experience working with clinical trials; specializing in cardiology, including previous supervisory experience
- Experience with recruitment of patients for clinical studies
- Ability to work with minimal supervision and as a member of a multi-site team
- 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: May 7, 2019

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.