

# Multi-Center Research Coordinator

Jewish General Hospital - Montréal, QC

**Position Title:** Part-time Multi-center Research Coordinator

**Start Date:** March 12, 2018

**Location:** 3755 Ch. de la Cote-Ste-Catherine Road, Montreal (Quebec) H3T 1E2

**Job Summary:** Under the direction of Dr. Vicky Tagalakis (study sponsor/Principal Investigator) performs duties associated with the day-to-day management of the STEP-CAT study across sites. This study will test the rate of recurrent venous thromboembolism (VTE) in patients receiving prophylactic dose enoxaparin for cancer-associated thrombosis (CAT) after completing minimum 3 months of standard anticoagulant therapy.

## **Duties, Responsibilities, and Requirements:**

- Act as first line of contact for site study coordinators, investigators, and other site staff
- Manage the process of drug and other study supplies shipment
- Review completed case report forms (CRFs) and coordinate appropriate site payments
- Track study timelines and prepare periodic newsletters
- Communicate with and coordinate submissions to Research Ethics Boards
- Prepare communications for data safety monitoring boards and

## **Knowledge, Skills, Abilities and Professional Characteristics:**

- Strong interpersonal skills and ability to work as a member of a research team
- Bilingualism (English and French, written and verbal);
- 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;
- Solid knowledge of Good Clinical Practice (GCP);
- High capacity to take initiatives and attentive to detail;
- Strong problem-solving skills;

## **Minimum Qualifications:**

- Post-graduate diploma in health-related field (preferably MSc);
- Experience in clinical study coordination;

## **Salary Details**

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

**Interested candidates are invited to submit a CV and cover letter by January 12, 2018 to:**

Dr. Vicky Tagalakis  
e-mail: [vicky.tagalakis@mcgill.ca](mailto:vicky.tagalakis@mcgill.ca)