



Career Opportunities at Western

Position Posting

Reference: 11400

Job Title: Clinical Research Recruitment Coordinator

Faculty/Unit: VP Research - Research Western

Department: BrainsCAN

Employee Group: PMA - Professional and Managerial Association

Appointment Type: Continuing

Appointment Status: Regular Full-Time

Classification & Regular Hours

Hours per Week: 37.5 Salary Grade: 15 Please note, this is a wholly grant funded opportunity.

About Western

Western ranks as one of Canada's top research-intensive universities. From fundamental to applied discovery, its researchers advance knowledge that provides tangible benefits for the economic, social, health and cultural development of citizens in London, in Canada and around the world. While the University has achieved acclaim for research in a full complement of disciplines, it has identified signature areas in which global-scale clusters of research excellence have been established, including Neuroscience/Brain & Mind. Western University's BrainsCAN initiative received a substantial \$66 million investment from the Canada First Research Excellence Fund (CFREF). Already ranked amongst the best in the world in cognitive neuroscience and neuroimaging, Western excels in the breadth of cognitive, computational, clinical, technological, and translational approaches required for understanding and intervening in brain function. Western will partner with researchers at McGill University to leverage complementary expertise to better understand disorders such as Parkinson's, Alzheimer's, traumatic brain injury, and schizophrenia.

About Us

The goal of BrainsCAN is to significantly reduce the impact of cognitive disorders across the lifespan. To do this, our scientific approach will identify how cognitive markers map onto specific brain networks using our state of the art behavioral and imaging platforms.

Responsibilities

The Clinical Research Recruitment Coordinator identifies, develops and maintains an effective relationship with clinical staff (neurologists, neurosurgeons, nursing staff, and other allied health professions) and Canada First Research Excellence Fund (CFREF) BrainsCAN faculty and trainees to support the administration and management of research projects involving patients at the London Health Sciences Centre, St. Joseph's Health Care, Parkwood Hospital and Victoria Hospital. The incumbent works closely with clinical personnel to provide strategic consulting for identifying and recruiting research participants, responds to inquiries related to the research projects, provides supervision of trainees in the implementation and management of clinical studies, and reports to the Director of the BrainsCAN Human Cognition and Sensorimotor (HCS) Core. The Clinical Research Recruitment Coordinator will contribute to the development, coordination, and evaluation of project goals. The incumbent troubleshoots problems at all stages of project development and implementation through recruiting participants, scheduling, and conducting interviews or other assessments related to the research. The incumbent liaises with a variety of stakeholders to build research capacity and ensure the successful coordination of all tasks to achieve the research outcomes.

Qualifications

Education: - Master's degree in Neuroscience, Psychology, Cognitive Science or a Health-related discipline
- PhD preferred Experience: - 5 years' experience with project management in a clinical research environment - Experience working in a medical research role with study patient participants and in preparing ethics submissions - Experience in qualitative and quantitative research administration is preferred Knowledge, Skills & Abilities: - Knowledge of regulations and guidelines governing research ethics in an academic environment - Familiarity with techniques for planning, managing and coordinating research projects and with techniques for updating, managing and extracting data from a research database - In-depth knowledge of and background in medical and scientific areas with the ability to read and interpret patient charts, familiarity with medical terminology, abbreviations, nursing flowsheets, medical administration record summaries, radiology dictations, and admission and discharge documents - Project management skills to manage multiple projects simultaneously from conception to completion within tightly prescribed timelines - Self-driven, critical thinker who is highly skilled at anticipating and resolving stakeholder relation issues - Ability to investigate defined issues, solicit input, and suggest remedies and alternative approaches that meet the needs of the situation - Ability to ensure expenditures and resources are within allotments, and to make appropriate modifications when required - Ability to collaborate across internal and external boundaries to meet common objectives, improve outcomes and support work beyond one's own unit - Proven ability and natural inclination to develop relationships by interacting with people in a professional, respectful and diplomatic manner - Ability to ensure confidentiality and privacy is maintained through the appropriate retention and destruction of information - Communication skills to listen to the complete message, solicit more information as required, and give feedback on the message received - Verbal communication skills to clearly express ideas in an objective manner, and adapt communication style to suit the situation and audience - Communication skills with an ability to complete detailed analytics and reports - Ability to apply creativity, innovation and resourcefulness to daily work - Attention to detail and proofreading abilities with an excellent command of the English language - Ability to work within a flexible schedule to accommodate the University's events and activities - Computer skills with statistical software packages and other applications or equipment used to support the laboratory or research project - Intermediate computer skills in Microsoft Office Suite

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.

Please Note:

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Please apply on or before Thursday, October 19, 2017