CLINICAL TRIALS ONTARIO

JOB OPPORTUNITY:
Coordinator, Streamlined Research Ethics Review
Posted: November 28, 2017

It's an exciting time to be a part of Clinical Trials Ontario! Join a growing and energetic team committed to improving the research environment in Ontario and advancing health care and innovation opportunities across the province.

Clinical Trials Ontario (CTO) is an independent not-for-profit organization focused on improving the environment for clinical trials in the province. Our key priorities are streamlining the conduct of high quality clinical trials while maintaining the highest ethical standards, engaging patients and the public, and promoting Ontario as a preferred destination for global clinical trials. For more information, please visit ctontario.ca. We offer a collaborative working environment, competitive benefits package and a pension plan with one of Canada's largest defined pension plans.

We invite you to join our team as:

Coordinator, Streamlined Research Ethics Review

POSITION SUMMARY
The Coordinator will be part of an innovative group that works closely together to support research teams, research ethics boards (REBs), sponsors and institutions in learning about and using CTO Stream, a system that supports a streamlined approach to research ethics review for multi-site health research.

This is a unique opportunity to work with a wide range of stakeholders to advance streamlined research ethics reviews across the province. This individual will work closely with the research teams who are submitting ethics applications in CTO Stream, assist the *CTO Qualified* REBs who conduct the ethics reviews and liaise with sponsors and institutions all with the goal of supporting the efficient functioning and ongoing improvement of the streamlined system. This position involves both routine tasks and unique challenges that provide opportunities for innovative problem solving and thinking outside the box.

The ideal candidate is eager to learn and will apply a service-oriented approach to daily tasks. The Coordinator will be part of a small, high functioning team in a dynamic and collaborative environment. The successful candidate is an effective communicator, capable of managing multiple priorities and timelines, and is interested in finding new approaches to address challenges facing the research community.

Key Responsibilities:

- Support the efficient functioning and continuous improvement of CTO Stream and the streamlined research ethics review system by:
  - providing training, guidance and ongoing support to various stakeholders, including new and experienced users of CTO Stream
  - screening application forms in accordance with CTO's policies and procedures
  - preparing and administering agreements, templates, checklists, and other documentation
  - bringing forward ideas and assisting with system and process improvements
  - preparing educational programs, training, and other materials
  - administrative technical tasks including creation and maintenance of user accounts and ongoing user access
  - additional responsibilities based on candidate's skills and interests
- Work with research teams, institutions, sponsors and REBs to support and advance streamlined

research ethics review through various avenues including webinars and institutional visits;
- Provide support to CTO staff, advisory groups and committees by conducting background or preliminary research, compiling program metrics/information, preparing summaries and meeting notes and distributing materials in a timely manner;
- Additional duties as assigned.

Essential Background and Skills:

- Minimum undergraduate or college degree in a health-related or ethics field or equivalent combination of education/experience related to research and/or research ethics;
- Experience with coordinating clinical trials/observational research and/or strong understanding of research ethics reviews (experience with multi-site research and REB of Record review models an asset);
- Strong attention to detail is required, along with excellent organizational skills and the ability to manage competing priorities in high stress situations and under tight deadlines;
- Excellent communication skills (oral and written), highly skilled in communicating in a clear, concise and precise manner; employing high quality standards for drafting, editing and proofreading documents;
- Excellent judgement and problem-solving skills with the ability to think on your feet;
- Tactful, professional, courteous and customer service oriented;
- Strong commitment to achieving high quality results;
- Comfortable with public speaking and engaging audiences during presentations; experience in conducting training/educational sessions preferred;
- Expert MS Office proficiency (Word, Excel, and PowerPoint) required;
- Ability to contribute effectively and positively in a high functioning team environment as well as working independently on various projects.

Please submit applications, including a resume and a cover letter indicating your interests and salary expectations ***by December 15th*** **by email** to:

Elena Trebinjac
Operations Manager, Clinical Trials Ontario
email: hr@ctontario.ca

For further information, please contact:

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