

Clinical Research Coordinator II

Employment type: Full-time, one year contract.

The [Toronto Rehabilitation Institute](#) is the world's leading rehabilitation research centre. We integrate innovative patient care, ground-breaking research, and diverse education to advance the science of rehabilitation. Toronto Rehab is a member of the University Health Network and is affiliated with the University of Toronto. Toronto Rehab has state of the art research facilities for the rehabilitation sciences. It is located in downtown Toronto, a livable and cosmopolitan city known for its diversity and vibrant academic community.

At Toronto Rehab, the Dementia Rehab group is working to revolutionize the care of people with dementia by organizing, integrating, analyzing, and modeling physiological and behavioural data gathered across the clinical environment using environmental and wearable sensors and the electronic medical record.

Job description:

The Clinical Research Coordinator II will work closely with the Principal Investigator to help coordinate the research team and clinical studies. You will develop and monitor timelines for existing studies, balancing the demands of multiple projects and maintain a database of current studies and their status. You will help to supervise the research team, comprised of research assistants, trainees and volunteers, including providing training, developing communication strategies, and organizing team meetings.

Your role in coordinating the research projects will include helping to prepare research protocols, coordinating Research Ethics Board approval, developing and communicating project plans, status reports, monitoring budgets, as well as long-term planning of on-going projects, day-to-day operations of on-going studies, and development of new projects. You will help to foster close working relationships with clinical and research staff, as well as community and industry stakeholders.

Here's What You Get to Do:

- Train and supervise project staff including clinical research assistants, trainees, and volunteers
- Liaise with nursing, physicians, other members of the health care teams, multiple hospital departments, clinical research teams, study coordinators, sponsors, regulatory personnel, and other research stakeholders
- Collaborate with the Principal Investigator regarding grant applications, new research proposals, report preparation, presentations, manuscripts and development and review of study protocols.
- Develop policies and procedures related to the research program
- Coordinate applications for Research Ethics Board approvals
- Supervise database development and entry. Develop and execute data validation plans. Produce and review regular database reports with Principal Investigator
- Work with Principal Investigator to coordinate, compile and submit reports to funding agencies
- Assist in the procurement process to ensure purchases are completed in an efficient and timely manner
- Develop, manage and forecast study budgets.
- Develop research communication and promotional strategies.

Here's What You Need:

- Bachelor's degree in related discipline. Master's degree would be a significant asset.
- 3+ years clinical research experience

- Clinical research associate certification (for example, CCRP, ACRP or SOCRA) required
- Project management certification an asset
- Experience in research budget management
- Excellent written and verbal communication skills, problem solving skills, and exceptional project management skills
- Experience in the preparation of research grants, project plans, status reports, budgets and other written reports
- Proven skills in data management.
- Ability to work well both as a member of a team and independently
- Excellent computer skills. Experience with statistical software and Power Bi an asset.
- Exceptional interpersonal skills.

Interested applicants should send their cover letter and resume to Dr. Andrea Iaboni – andrea.iaboni@uhn.ca