

The Clinical Research Unit at the Montreal Neurological Institute in the Faculty of Medicine at McGill University invites applications for an **Academic Associate (4 positions)** (Junior Research Coordinator).

**Specific duties include:**

- Facilitate, coordinate, enhance and promote McGill's research and development activities by coordinating and managing clinical trial projects at the Clinical Research Unit at the MNI
- Perform established clinical trial outcome measures including physical and cognitive assessments in numerous disease indications
- Ensure continuous support to Investigators/Physicians in the delivery of up-to-date activities and information, confirming priorities and timeframes of clinical trial subjects. Read and understand clinical trial protocols. In conjunction with medical staff, oversee medication infusions, monitor and record patient symptoms, collect and transcribe laboratory data
- Interpret information received on patients and select the most appropriate procedures and trials for performing the research and ethics administration activities. Ensure that the activities are performed in accordance with each individual clinical trial protocol and University and sponsors policies and procedures.
- Communicate information to medical staff, patients and pharmaceutical companies on new information pertaining to patients, changes to regimens, deadlines in terms of tests to be performed (i.e., CT scan, blood tests, etc), regulatory information, etc.
- Teach patients, researchers and nurses to follow protocol according to GCP guidelines.
- Provide information and advice to researchers on the preparation of the research information.
- Liaison between researcher, patient and pharmaceutical company. Attends all internal and external meetings as requested by the medical director and/or the pharmaceutical company for each clinical trial the coordinator is responsible for
- Functions as a record-keeper in terms of patient information pertaining to the study and is accountable for the follow-up of business.
- Oversee inventory of supplies needed for the clinical trial.
- Perform other administrative duties as required.

These positions are contract positions for one (1) year, with possibility of renewal. The salary will commensurate with experience.

**Education/Experience**

Minimum qualifications: Master's degree in Physical Therapy, Occupational Therapy, Science, Clinical Research, Ethics or Hospital Administration. Experience - minimum three (3) months in a clinical research setting.

**Application Process**

Letters of application should be accompanied by a curriculum vitae and sent by email to [Hr-CRU.neuro@mcgill.ca](mailto:Hr-CRU.neuro@mcgill.ca) by February 28, 2018.

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated equity groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) by email or phone at 514-398-1660.

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.