

Title: RESEARCH ASSISTANT FOR CLINICAL RESEARCH LABORATORY

JOB SUMMARY:

Under the direction of the immediate supervisor, the research assistant will manage the day-to-day operations of the clinical research laboratory at 2 sites. He/she will perform sensory testing on patients, acquire, analyse and interpret data, provide weekly clinical reports to PIs, oversee students with clinical data collection, manage equipment, assist in manuscript and grant writing, establish priorities and appointment schedules for patients, make recommendations to improve unit efficiency, act as resource person, resolve problems and instruct others.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Manages the day-to-day operations of the clinical research laboratory. (Scheduling of clinics and of appointments/follow-up for all study participants).
2. Performs sensory testing on study participants.
3. Maintains records and files.
4. Participates in the development and implementation of unit procedures and work methods. Provides recommendations to improve unit efficiency including recommendations on staff requirements.
5. Maintains computerized information systems (Data entry, analysis, interpretation maintenance of various databases up to date). Compiles experimental and analytical data. Prepares reports. Analyzes and discusses results and their interpretation with PIs.
6. Maintains of quality assurance logs, calibrations logs
7. Acts as resource person, resolves problems and instructs students. Provides technical guidance and assistance concerning work methods, the use of equipment and techniques, and the analysis of results.
8. Maintains equipment. Arranges for servicing. Recommends and purchases equipment and material.
9. Assesses inventory needs.
10. Ensures compliance with safety regulations in the use of equipment.
11. Ensures compliance with Good Clinical Practice Guidelines.
12. Keeps abreast of new developments in the field to update skills and knowledge.

13. The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks which may be performed by an employee whose position has been matched to this generic job description.

EDUCATION AND EXPERIENCE:

Master's Degree in a Health Sciences related field

WORKING HOURS:

7:00am-4:00pm weekdays and occasional weekends

SKILLS REQUIRED:

Bilingual: French and English spoken and written;

Experience with computers

Excellent organizational skills

Self-driven, self-starter, motivated and energetic

Minimum 2 years of experience

Experience in clinical research and asset

Solid written and verbal communication skills;

Able to work under minimal supervision;

Excellent interpersonal skills and able to work in a team

Self-directed, organized and has a sense of ethics.

Please send cv and referrals to Dr. Catherine Ferland at catherine.ferland@mcgill.ca