

**Clinical Research Assistant
Division of Thoracic Surgery
DEPARTMENT OF SURGERY**

POSITION SUMMARY

The McGill Division of Thoracic Surgery, one of North America's largest and most research intensive, is in search of a dynamic Clinical Research Assistant to serve as an integral team member of the division's Clinical Research Program. This position, based at the Montreal General Hospital immediately adjacent to the outpatient clinics, will be involved in clinical and translational research focusing primarily on patients undergoing thoracic surgery for lung, esophagus, and stomach cancer as well as benign conditions of the chest and foregut. In addition to undertaking outcomes data science research, the successful applicant will participate in prospective clinical trials and collaborative international clinical research efforts. The position will be a part of an integrative team comprised of Clinical Research Associate, several data managers, clinical and research trainees, and 8 surgeon scientists.

GENERAL DUTIES

- Establish and maintain a database tracking patient visits throughout the trajectory of the patients' care.
- Recruit patients to the central biobank for lung and gastric/esophageal cancers and clinical trials (i.e., identifies and screens potential subjects, obtains informed consent);
- Coordinates study visits as per study protocol.
- Executes all aspects of study visit as necessary (includes reporting of adverse events and safety events, administering questionnaires, and venipuncture).
- Perform clinical evaluation of the trial participants according to the protocol requirements.
- Assist with data collection and administering questionnaires to patients.
- Assist in all aspects of data collection (i.e., clinical trials, patient recruitment, study documentation, data entry, etc.)
- Assist in data analysis
- Perform other duties and projects related to the position as required.

EDUCATION / EXPERIENCE

- Hold a Master's degree (clinical epidemiology/data science an asset), exceptional candidates with Bachelor's degree will be considered.
- Clinical Research certification an asset
- Excellent communication skills (both written and verbal, French and English).
- Strong problem-solving skills with the ability to initiate and apply creative solutions.

- Excellent organizational and independent decision-making skills with the ability to coordinate multiple projects simultaneously.
- Ability to work both independently and within a collaborative team environment.
- Demonstrates commitment to professional development and learning.
- Must be professional, possess a high degree of efficiency and self-motivation, and have a strong work ethic and respect of confidentiality.
- Competency with computer programs including Microsoft Word, Excel and PowerPoint, and electronic data capture system - REDCap (an asset).

ADDITIONAL INFORMATION

STATUS: Full-Time

PAY SCALE: Competitive salary with excellent benefit package and participation in the Government and Public Employees Retirement Plan (RREGOP).

WORK SHIFT: 35-hour workweek, normally from 8 am to 4 pm, Mondays to Fridays.
(Availability to work flexible hours).

WORK SITE: Montreal General Hospital