



**Clinical Research Study Coordinator (Full-Time)
Trial Management Group Inc. (TMG)**

TMG is seeking candidates for the position of Clinical Research Study Coordinator.

TMG is a clinical research organization that manages and promotes the clinical research activities of more than 50 family/general practice physicians at over 35 research sites across Canada. Since 1995 TMG has been building relationships with doctors and study sponsors to improve the clinical development process through the streamlining of investigator selection to the completion of patient recruitment and the collection of high quality data. To ensure the standard of research at TMG sites continually exceeds industry expectations, we are adding to the TMG team.

The Clinical Research Study Coordinator will be responsible for organizing all aspects of medical/pharmaceutical research studies in Burlington, Ontario and will work closely with the Physician Investigators and their staff. The individual must be able to work independently in a changing, fast paced environment and manage multiple studies in various therapeutic areas.

Additional responsibilities will include to:

- Comprehend, manage and comply with multiple research protocols
- Pre-screen medical records for potential research participants according to eligibility criteria
- Administer consent to potential research participants
- Follow Standard Operating Procedures and regulatory requirements
- Attend Investigator meetings (may require weekend travel)
- Coordinate and participate in Initiation and Monitoring visits with Study Sponsors
- Design and manage a system for organizing and controlling workflow related to patient visits and clinical research activities
- Collect and document research data in accordance with good documentation practices
- Prepare annual progress and other research related reports for submission to Ethics Committees
- Provide documentation on adverse drug reactions in a time sensitive manner
- Perform electronic data entry
- Receive, dispense and reconcile investigational drug or treatments as appropriate
- Participate in audits by regulatory authorities (Health Canada, FDA) or by Study Sponsors
- Use good clinical judgment to report study participant problems to Principal Investigator and other issues to Clinical Research Manager as appropriate
- Demonstrate strong knowledge of ethics and regulatory requirements governing research involving human subjects

Interested applicants should have an undergraduate degree or college diploma in nursing, prior nursing experience in an office, clinic or hospital setting and a minimum 2 years' experience as a Study Coordinator. SoCRA or ACRP certification is preferred as is training/certification in ICH GCP guidelines. Excellent written and verbal communication skills, a proficiency in MS Office, and strong time management and organizational abilities are critical.

Please send your application to:

Trial Management Group Inc.
60 St. Clair Ave. E., Suite 702
Toronto, ON M4T 1N5
Attn. Human Resources
hr@tmginvestigators.com
Fax: 416.929.4462

Please note – TMG will contact only candidates it wishes to interview