CLINICAL TRIALS ONTARIO

661 University Ave., Suite 460
MaRS Centre, West Tower
Toronto, Ontario
M5G 1M1 Canada
www.ctontario.ca

Position Description

Program Assistant

Full Time, 1-year contract

Posted: May 31, 2021

Clinical Trials Ontario (CTO) is an independent, non-profit organization established in 2012 to support Ontario in achieving the vision of being a preferred location for global clinical trials while maintaining the highest ethical standards. A strategic focus for CTO is improving the speed and reducing the cost of conducting multi-centre clinical trials and health research studies by streamlining the research ethics review process.

Clinical Trials Ontario (CTO) requires full-time support for CTO programs. The Program Assistant will participate in CTO programming activities related to developing and delivering on program objectives. We are looking for a results-focused, energetic individual with a fundamental understanding of clinical trial operations. This role will be a great opportunity for the ideal candidate to continue to develop awareness of the clinical trial network and apply knowledge to practical programming to support streamlined clinical trial conduct.

DUTIES AND RESPONSIBILITIES:

- Critical evaluation of current processes for starting clinical trials and activating study sites.
- Working with clinical trial sites/institutions and study sponsors to support implementation and uptake of programs.
- Understanding clinical trial requirements and operational processes.
- Working with participating institutions and the Industry to identify and implement processes and tools
- Conducting local site feasibilities on program implementation and supporting onboarding training.
- Conducting Sponsor feasibility reviews for program implementation and supporting onboarding training.
- Facilitate development and delivery of research staff training programs.
- Ongoing maintenance of program specific materials.
- Support of other related tasks as required.

ESSENTIAL BACKGROUND AND SKILLS:

- A minimum of 1 year's experience working in clinical operations is preferred.
- A strong understanding of the hospital clinical trials research environment in Ontario and experience working with various stakeholders is preferred.

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- Knowledge and understanding of study requirements both by the study sponsor as well as study sites/research institutions.
- Excellent listening skills and the ability to facilitate parties toward a common end.
- Excellent communication skills (oral and written); highly skilled in communicating in a clear, concise, and precise manner.
- Excellent organizational skills with the ability to manage competing priorities in high stress situations and under tight deadlines.
- Strong writing skills, employing high quality standards for drafting, editing and proofreading documents.
- Expert MS Office proficiency (Word, Excel) required.
- Strong commitment to achieving high quality results.
- Ability to work independently but contribute effectively and positively in a team environment.

Please submit applications, including a resume and letter of interest, by ***5 pm on June 16, 2021*** in confidence **by email** to: **hr@ctontario.ca**

For further information please contact:

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