

PAN AM CLINIC FOUNDATION INC.

JOB POSTING

July 8, 2021

POSITION INFORMATION:

Classification: **RESEARCH ASSISTANT – Canada Summer Jobs Program**

Position: Part-time Term (non-union, 12.5 hours per week for 20 weeks)

DESCRIPTION:

Pan Am Clinic Foundation Inc. is currently seeking a part-time Research Assistant for a term position (September 7, 2021 to January 24, 2022). The Research Assistant is expected to assist with collecting and entering data, completing general administrative duties (i.e. scheduling patient appointments), preparing paperwork and participate in the day-to-day logistics of running research studies.

This position is funding by the Canada Summer Jobs program targeted at students (ages 15-30), and candidates must meet the funding requirements as outlined by our agreement with the program.

MAIN RESPONSIBILITIES:

- Maintain a comprehensive patient database
- Organize forms and questionnaires
- Assist with data collection and entry
- Assist in clinic and biomechanics centre if required
- Responsible for data quality control
- Coordinate day-to-day study logistics
- Track patients and schedule follow-up appointments
- Perform duties in accordance to ethical guidelines and Good Clinical Practice Guidelines (GCP)
- Provide research updates and patient recruitment numbers for departmental meetings

QUALIFICATIONS/EXPERIENCE:

- Basic understanding of medical terminology and anatomy
- Ability to work independently and with a team
- Comfortable working in a medical environment
- Strong ability to interact with other healthcare professionals, the clinical staff and the public is essential
- Detail oriented and well organized
- Strong computer skills essential including Microsoft Office, Word, Excel and Access applications

SALARY: \$13.00 per hour

APPLICATION DEADLINE: 4:00 pm on Thursday, July 22, 2021

PLEASE SUBMIT COVER LETTER AND RESUME TO:

Pan Am Clinic Foundation

75 Poseidon Bay

Winnipeg, MB R3M 3E4

E panamfoundation@panamclinic.com