

**PAN AM CLINIC FOUNDATION INC.
RESEARCH ASSISTANT I- JOB POSTING**

June 4, 2024

POSITION INFORMATION:

Classification: **RESEARCH ASSISTANT I**
Position: Full-time Term (1-year) (non-union)
Probation Period: 6 months

DESCRIPTION:

Pan Am Clinic Foundation Inc. is currently seeking a full-time Research Assistant. The Research Assistant is expected to assist with screening and consenting of study patients, 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.

MAIN RESPONSIBILITIES:

- Maintain a comprehensive patient database
- Organize forms and questionnaires
- Assist with data collection and entry
- Assist in clinic and biomechanics centre as needed
- Responsible for data quality control
- Coordinate day-to-day study logistics
- Screen and consent patients for participation in research studies
- Track patients and schedule follow-up appointments
- Assist research associates in preparation of ethics applications and annual reports
- Perform duties in accordance with ethical guidelines and Good Clinical Practice Guidelines (GCP)
- Provide research updates and patient recruitment numbers for departmental meetings
- Attend staff meetings and biweekly research meetings

QUALIFICATIONS/EXPERIENCE:

- Two years research experience preferred
- 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: Commensurate with education and qualifications

APPLICATION DEADLINE: June 19, 2024

PLEASE SUBMIT COVER LETTER AND RESUME TO:

Heather Normand, Research & Education Manager
Pan Am Clinic Foundation
75 Poseidon Bay, Winnipeg, MB R3M 3E4

E pacfoundationhr@gmail.com

This position is subject to a Criminal Record Check and Adult Abuse Registry Check. The successful candidate will be responsible for any service charges incurred.

We thank everyone for applying. Only those selected for an interview will be contacted.