

**PAN AM CLINIC FOUNDATION INC.**  
**RESEARCH COORDINATOR- JOB POSTING**

June 4, 2024

**POSITION INFORMATION:**

Classification: **RESEARCH COORDINATOR**  
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 Coordinator. The Research Coordinator may be required to supervise research assistants, conduct orthopaedic assessments for research studies, maintain and optimize research databases, and assist in the day-to-day logistics of running research studies. The Research Coordinator will coordinate ongoing research projects and implement new study protocols when appropriate. Additionally, the Research Coordinator will contribute to the development, planning, and execution of research studies with the ultimate goal of improving patient care and quality of life.

**MAIN RESPONSIBILITIES:**

- Undertake patient consenting for participation in research studies
- Track patients and schedule follow-up appointments
- Maintain a comprehensive patient database
- Maintain, develop, and optimize clinical registries
- Assist with data collection and entry
- Organize forms and questionnaires
- Responsible for data quality control
- Coordinate day-to-day study logistics
- 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 bi-weekly research meetings

**QUALIFICATIONS/EXPERIENCE:**

- Bachelor's degree in a health-related field
- Clinical assessment experience an asset (e.g., athletic therapy, physiotherapy)
- 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](mailto: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.