**Data Manager; Sunnybrook Research Institute, Odette Cancer Centre Clinical Trials**

**Regular Full-time (Mon-Fri, 8hr days, on-site Bayview campus, full benefits)**

|  |
| --- |
| **Sunnybrook Research Institute****Fully Affiliated with the University of Toronto****Vacancy Exists For: Data Manager**  |

|  |  |
| --- | --- |
|

|  |
| --- |
|  |

**Summary of Position:**The Odette Cancer Center (OCC) Clinical Research program is part of Sunnybrook Research Institute’s (SRI) ongoing commitment to participate in innovative and high quality clinical research.Within OCC Clinical Research, the Clinical Trials Manager, Operations Manager, and Budget & Operations Coordinator, work with 35+ physicians actively participating in clinical research and 55+ OCC clinical research disease site-specific staff. Our program is comprised of 12 disease site groups; Breast, CNS, NETS, GI, GU medical, GU radiation, Gynecology, Head & Neck, Hematology, Lung, Melanoma and Personalized Medicine; as well as 2 pan-Canadian initiatives (Personalize My Treatment & The Canadian Cancer Clinical Trials Network (3CTN)).The goal of this position is to assist the Gastrointestinal (GI) Oncology Disease Site Group with the maintenance of their active oncology clinical research studies, databases, and trials. This position is for a full-time position working weekdays on-site at Sunnybrook, Bayview campus. This position is entitled to health benefits plan, pension, and paid time off/sick days. **General responsibilities include, but are not limited to**:* Assisting in collection of data, data entry on electronic data capture systems (EDCs) and databases
* Internal tracking of trial-related data (patient visits, enrollment logs, etc)
* Resolving sponsor queries
* Preparing for and participating in remote and on-site monitoring visits
* Completing trial-related forms, maintaining trial master file documentation
* Communicating with patients, hospitals, and other health services to obtain medical information for study participants
* Preparing, processing, and safe shipment of blood, urine, tissue specimens
* Supporting new trial activation activities such as sponsor communications, departmental communication, and administrative documentation
* Archiving trial records for completed studies
* Trial-related tasks and activities beyond what is listed on the posting as required by the trial team and as delegated by the Principal Investigator(s)
 |
| **Qualifications/Skills:*** Requires the successful minimum completion of a Community College Diploma/Certificate or University Degree in a health related discipline
* A minimum of 1-2 years of related professional or practical experience, in clinical research preferred, or the equivalent combination of education and professional experience
* Well-developed organizational and time management skills
* In-depth knowledge of ICH guidelines and Good Clinical Practice an asset
* Proven experience in processing and shipping blood samples
* Excellent team work and independent work habits with a strong “can-do” attitude
* Excellent oral and written communication skills
* Demonstrated accurate and efficient work habits with close attention to detail
* Strong analytical and problem solving skills
* Strong working capability of MS Office and ability to quickly adapt to new online systems and applications (EDC databases, document portals, etc)
* Familiarity with medical terminology

|  |
| --- |
| **Interested candidates please apply online. Please include your first and last name in the title of your submitted resume file.** Last day for applications: **Until Filled** |

 |