

Position Description

Program Coordinator, Streamlined Research Ethics Review

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.

Reporting to the Director the Program Coordinator will provide knowledge and expertise in research ethics review processes and policies. The Program Coordinator will oversee the REB Qualification Program and support the day to day operations of CTO Stream, the system supporting the streamlined research ethics review process.

Specific responsibilities:

- Provide expertise on research ethics review policies and applicable regulations and guidelines relevant to CTO STREAM; draft policies and work with the REB Council, CTO Team and others as appropriate to implement
- Oversee the CTO REB Qualification program, including scheduling, administration, development and maintenance of program materials and processes; overall responsibility for site visit, including identification of Qualification Team, visit coordination, communication and providing support to the Qualification Team; establish consistency amongst Qualifications; ensure all findings are consistent with the CTO REB Qualification Manual and have a basis in applicable regulations and seeking guidance from external bodies as appropriate.
- Support the efficient and smooth functioning of CTO Stream by providing assistance on matters related to research ethics review and screening application forms in accordance with CTO's policies and procedures;
- Provide advice regarding REB review requirements and operating procedures to REBs, research teams, institutions, sponsors and the CTO team; support CTO Streamlined System users in resolving problems and moving through the CTO Streamlined System efficiently.
- Aid the Director in the development and finalization of policies, guidance documents, standard operating procedures and templates relating to REB review activities associated with the CTO Streamlined System; ensure all processes and documents are consistent with external standards and respect individual REB review considerations;
- Work with participating institutions to ensure Documented Institutional Ethics Requirements are updated
- Work with the Director in planning REB Council and other committee meetings; provide research ethics review policy expertise and support policy/guidance development efforts undertaken by the council.

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- Assist with CTO Stream support calls, requests and general inquiries when coverage is required.
- Provide operational and administrative support for program-related activities, including organizing events, scheduling meetings, drafting agendas, and maintaining accurate and well-organized records.
- Maintain database and provide updates on the status of the various public healthcare and academic institutions participating in the CTO Streamlined System.
- Assist with the preparation of education and training materials, and other materials supporting program initiatives.
- Additional duties may be assigned.

Essential Background and Skills:

- Undergraduate/Graduate degree in a health-related or ethics field or equivalent combination of education/experience related to clinical trials and research ethics.
- Minimum of 5 years experience in coordinating/managing research ethics review processes, and developing policies and procedures to support quality and compliance.
- Expert understanding regarding research ethics review processes and policies, including regulations and guidelines governing clinical research and research ethics.
- Experience with the administration and conduct of clinical trials in the academic/hospital environment is an asset.
- Familiarity with public healthcare and academic institutions .
- Experience in conducting training/educational sessions.
- Excellent organizational skills with the ability to handle competing priorities in high stress situations and under tight deadlines.
- Strong communications skills, employing high quality standards for drafting, editing and proofreading documents; ability to present complex topics in a concise and accurate manner.
- Expert MS Office proficiency (Word, Excel, and PowerPoint) required.
- Strong commitment to achieving high quality results.
- Experience managing and coaching staff an asset.
- Tactful, professional, courteous and customer service oriented.
- Excellent judgment, interpersonal skills and problem-solving skills.
- Ability to work independently but contribute effectively and positively in a team environment.

Please submit applications with cover letter and salary expectations ***by Tuesday June 28th, 2022 at 12:00 noon*** in confidence ***by email*** to: hr@ctontario.ca

For further information please contact:

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