It’s an exciting time to be a part of Clinical Trials Ontario! Join a growing and energetic team committed to improving the clinical trials environment in Ontario and advancing health care and innovation opportunities across the province.

Clinical Trials Ontario (CTO) is an independent not-for-profit organization focused on improving the environment for clinical trials in the province. Our key priorities are streamlining the conduct of high quality clinical trials while maintaining the highest ethical standards, engaging patients and the public, and promoting Ontario as a preferred destination for global clinical trials. We offer a flexible and collaborative working environment and a competitive benefits package. For more information, please visit ctontario.ca.

As we embark on the exciting next phase of our mandate, we invite you to join our team as:

Coordinator, Streamlined Research Ethics Review

POSITION SUMMARY
The Coordinator will support research teams, research ethics boards (REBs), sponsors and institutions in learning about and using CTO Stream. CTO Stream is a province-wide system that supports a streamlined approach to research ethics review for multi-site clinical research. The Coordinator will be knowledgeable in policies and procedures related to research ethics review and will support the efficient and smooth functioning of the system. Duties will include screening applications and providing assistance to CTO Stream users on matters related to research ethics review. The successful candidate will also provide operational and administrative support for the REB Qualification Program, including preparation for Qualification and Re-Qualification reviews, collection, review and dissemination of Annual Reporting Forms from CTO Qualified REBs, and maintenance of program databases. The Coordinator will work closely with, and under the supervision of, other members of the Program team to ensure a consistent and coordinated approach to various program activities.

The ideal candidate has experience in coordinating research ethics reviews in an academic or hospital environment setting. Experience working at a REB is preferred. The Coordinator must be an effective communicator who has experience working with a variety of stakeholders and conducting training sessions. He/she must be sufficiently familiar with the research ethics review process to deliver effectively on duties as assigned.

CTO is seeking an individual who is eager to learn, be part of a highly engaged team, and is excited to work with research teams, REBs, industry and other stakeholders to support multi-centre health research across the province.

Key Responsibilities:

- 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 operational and administrative support for the Qualification Program, including scheduling, logistics and preparation for Qualification and Re-Qualification reviews and supporting the annual reporting process for CTO Qualified REBs;
- Work with research teams, sponsors and REBs to provide information and ongoing assistance related to CTO and train new users on CTO Stream through various avenues including webinars and institutional visits;
- Support the continued development of CTO Stream by suggesting and assisting with system and process
improvements;
• Assist with preparation of educational and training materials and other materials supporting program initiatives;
• Provide operational and administrative support for program-related activities including organizing events, scheduling meetings, drafting agendas and maintaining accurate and well-organized records;
• Maintain databases and files for program-related activities and logs to track and notify the program team of any issues;
• Provide support to CTO personnel, advisory groups and committees including conducting background or preliminary research, compiling meeting notes and distributing meeting notes and materials in a timely manner;
• Assist with the preparation of education and training materials and other materials supporting program initiatives;
• Additional duties may be assigned.

Essential Background and Skills:
• Minimum undergraduate or college degree in a health-related or ethics field or equivalent combination of education/experience related to clinical trials and research ethics;
• Minimum two years’ experience with supporting/coordinating research ethics reviews of clinical trials (experience working at a REB in the academic/hospital environment preferred);
• Strong understanding of the research ethics review process including the regulations and guidelines governing clinical research and research ethics review;
• Familiarity with multi-centre oncology clinical trials or the Ontario Cancer Research Ethics Board (OCREB) an asset;
• Excellent communication skills (oral and written), highly skilled in communicating in a clear, concise and precise manner;
• Experience in conducting training/educational sessions;
• Excellent organizational skills with the ability to manage competing priorities in high stress situations and under tight deadlines;
• Strong writing skills, employing high quality standards for drafting, editing and proofreading documents;
• Expert MS Office proficiency (Word, Excel, and PowerPoint) required;
• Ability to take direction from a number of members of the CTO team;
• Strong commitment to achieving high quality results;
• 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, including a resume and a cover letter indicating your interests by February 23rd by email to:
Elena Trebinjac
Program Coordinator/Office Manager Clinical Trials Ontario
email: hr@ctontario.ca

For further information, please contact:
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