Job Description

Job Title:	Clinical Research Coordinator
Reports To:	Director of Knowledge Mobilization, Canadian Thoracic Society
Date:	November 27, 2020

The Canadian Thoracic Society (CTS) is the national specialty society for respirology in Canada representing respirologists, physicians and researchers as well as healthcare professionals from nursing, physical and respiratory therapy, and other disciplines working in respiratory health. The CTS promotes lung health by enhancing the capacity of healthcare professionals through leadership, collaboration, research, education and advocacy, and by promoting the best respiratory practices in Canada. CTS is a dynamic, voluntary, non-profit professional association supported by a small staff team (https://cts-sct.ca/about-us/).

JOB SUMMARY

Reporting directly to the Director of Knowledge Mobilization, the Clinical Research Coordinator provides project management support to the CTS guideline panels in coordinating the production of evidence-based clinical practice guidelines and position statements and preparing documents for publication (internal/external review, editing, facilitation and documentation of consensus process).

Duties and Responsibilities

The successful candidate will:

- Maintain systematic review process, updating as required
- Perform screening of relevant articles
- Organize review of titles, abstracts, and full text articles on an e-platform for guideline panels
- Manage and coordinate guideline development, feedback, and external review processes with content experts
- Conduct webinars and teleconference meetings with various guideline panels and summarize panel discussion/action items
- Update website documents and web-based guidelines library
- Maintain the CTS database to curate a repository of emerging research for respiratory disease
- Write and edit reports, as required
- Participate as required in meetings of the CTS' Canadian Respiratory Guidelines Committee which provides oversight to CTS guideline development policies and procedures

Basic Requirements:

- Postsecondary degree or diploma in a health-related field (i.e. Epidemiology, etc.)
- 3 years of experience in a clinical research environment
- Experience developing, performing and evolving systematic reviews
- Excellent written and verbal communication skills in English
- Ability to work well both independently and as part of a team
- Experience with e-platforms for systematic reviews (such as Distiller SR, EndNote, etc.)

Preferred Qualification:

- Master's degree
- French language skills
- Experience with guideline methodology (risk of bias and appraisal tools)

Contract Details:
This is a full-time contract for one year (12 months)
Salary Range: $55K - $65K

Location: Remote (work from home)

Start Date: January 2021

Comments to Applicant:
Please send a complete CV and cover letter with a description of research and systematic review experience and English writing samples by end of day **Friday January 8th, 2021**.

Contact Info:
Anne Van Dam
Director, Knowledge Translation Mobilization
Canadian Thoracic Society
30 Concourse Gate, Unit 27
Ottawa, ON K2E 7V7
Email: avandam@cts-sct.ca
Website: https://cts-sct.ca