



Integrative Oncology Research Assistant

The Ottawa Integrative Cancer Centre (OICC) has been established to serve as a model interdisciplinary healthcare centre providing whole-person integrative care to people with cancer, cancer survivors, and those seeking both primary and secondary cancer prevention. Research at the Centre is focused on both evidence-based clinical practice and research. The OICC is formally part of the Canadian College of Naturopathic Medicine (CCNM). CCNM, a registered charity, is Canada's premier institute for education and research in naturopathic medicine. At its Toronto location, CCNM offers a rigorous four-year, full-time doctor of naturopathic medicine program. As a stand-alone centre, the OICC will provide a work environment characterized by a small team working to provide excellent support to medical practitioners and patients.

We are seeking an **Integrative Oncology Research Assistant** to serve as an integral member of the OICC's research team. Reporting directly to the Executive Director, and working with the Research Fellow and the OICC healthcare team the incumbent will support the OICC's research activity such that it helps further the goals of the organization through the duties outlined below.

Duties:

- Develops and monitors timelines for study
- Screens and recruits prospective participants for study entry both in person and through chart review as necessary for the specific protocol
- Approaches the subject and/or family for informed consent by providing an explanation of the proposed study
- Maintains ongoing subject and/or family contact as required; reports adverse events to supervisor promptly
- Administers questionnaires to study subjects/family as required by specific protocol
- Conducts daily aspects of studies according to defined study protocols and maintains study specific source documents
- Reviews, becomes knowledgeable about and adheres to multiple research protocols according to Good Clinical Practice (GCP) guidelines
- Coordinates with various health professionals and departments
- Consents patients to clinical research studies
- Attends study related training and meetings as required

Qualifications:

- Current enrollment in, or completion of, a post-secondary program in a health-related field preferred; equivalent combinations of education and experience will be considered; minimum High School Diploma, supplemented with training/certificate in health care
- 1 year related experience in a research environment, healthcare, or work with families/children is an asset

- Strong organizational and filing skills
- Proficiency with MS Office applications (Word, Excel, PowerPoint, Outlook); data management software (REDCap)
- Excellent communication (verbal and written) and decision making skills
- Ability to work efficiently in a professional and ethical manner
- Excellent interpersonal and organizational skills; ability to work in a team environment as well as independently with minimal supervision Experience in coordinating clinical trials an asset
- Experience in coordinating clinical trials an asset
- Fluent in written and spoken French an asset

The clinic is located at 29 Bayswater Avenue, Ottawa, Ontario www.oicc.ca

Deadline for applications is: Friday, January 20, 2017

To Apply: Submit your resume with a covering letter to:
Human Resources Department
Email: resume@ccnm.edu
Fax: 416-498-3177
Website: www.ccnm.edu

On the covering letter, please indicate the title of the position that you are applying for and where you saw this job advertisement. We thank all applicants in advance and advise that only those who are selected for an interview will be contacted.

We are committed to providing persons with disabilities equal opportunities regarding all employment activities, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA). Please advise the Human Resources department if you require accommodation.