Job Description

Department	Clinical Operations
Designation	Part Time Clinical Assistant
Location	Mississauga, Ontario
Basic qualification required	1. Grade 12 education or equivalent 2. Clinical experience; preferably in a CRO or Pharmaceutical setting, would be an asset 3. Recognized professional certification in clinical research would be an asset 4. Reliability and flexibility with availability for shifts 5. Excellent organizational skills, detail oriented, efficient and able to multi-task and prioritize effectively 6. Strong analytical and problem-solving skills 7. Excellent organizational skills, detail oriented, efficient and able to multi-task and prioritize effectively 8. Excellent interpersonal skills 9. Strong written and verbal communication skills
Experience	0-1 Years of Basic Laboratory Setting
Brief JD	1. Participate in the selection of subject's for clinical trial through the screening process and or required during the conduct of the study. Duties may include but are not limited to: 2. Obtaining ECG's 3. Obtaining Vital signs (blood pressure, temperature, pulse oximetry, respiration rate) 4. Performing a subject interview 5. Processing of blood and urines samples as per protocol requirements 6. Perform in-house screening diagnostics such as Drug Screen panels, pregnancy tests, cotinine tests, alcohol breathalyzer tests, etc. 7. Documenting and packaging of study samples for shipment to the appropriate clinical diagnostic or analytical laboratory 8. Obtaining subject's height, weight, elbow breadth, frame size and body mass index 9. Study related tasks such as meals (distribution, collection and monitoring), subject assembly, check in procedures, property room, etc. 10. Monitor subjects during in-house confinement periods for protocol and SOP requirement such as physical restrictions, water restrictions, meals, fluid intake/output, etc. 11. Preparation of study related materials, such as labelling of study tubes, preparation of clipboards, ensuring clinic is prepared with supplies required 12. Review study documents for completeness and accuracy and ensure all corrections are followed up with promptly 13. Ensure personal resume (CV) is updated annually as required. 14. May be required to keep personal training file updated on a regular basis.

15. Participate in training sessions.
16. Work in a safe manner that does not endanger yourself or your co-workers.
17. Execute other duties as may be required by their manager and other members of Cliantha Research Limited.
18. Research Management team as training and experience allow.
19. Assist in development of department SOPs, Equipment Binders, templates
20. Procurement of equipment and supplies as required
21. Calibration and maintenance of equipment per SOPs; Maintain appropriate logbooks
22. Participate in training of staff as experience and qualifications permit
23. Uphold the company mission statement and conduct yourself at all times in a respectful and business-like manner. Be a positive role model for all staff and interact with colleagues in a collaborative way
24. Assist in set up and maintenance of laboratory
25. Execute other duties as may be required