



Job Description

Designation/Role: CRC I and Respiratory Therapist

Department: Clinical Operations

Job Description / Roles and Responsibilities for Job Title:

- 1) Independently supervise and lead the overall coordination and management of clinical studies/clinical study staff for Phase 1-4 including but not limited to:
 - i. Recruitment and screening and coordination of patient visits as per study protocol
 - ii. Obtain Informed Consent
 - iii. Perform clinical study procedures as per study protocols and in accordance with ICH/GCP guidelines
 - iv. Design, implement and coordinate all aspects of study subject flow as well as data collection including CRF transcription, creation of study specific source documentation, logs and templates
 - v. Study drug management and administration to study participants
 - vi. Lab sample processing, storage, shipping, documentation and record keeping
 - vii. Assist in validation and maintenance of equipment and processes
 - viii. Collect and maintain site regulatory documentation
 - ix. Other duties and responsibilities may be assigned as training and experience permit
- 2) Identifies any discrepancies with respiratory therapy medications to study investigator. Contributes to a safe working environment by participating in safety activities by cleaning and maintaining equipment as required
- 3) Maintains and updates professional and technical knowledge by participating in professional societies and complying with applicable certification requirements
- 4) Contributes to team effort by working with other team members to achieve optimal client & patient service and on other teams as required
- 5) Seeks to continuously improve the operation of the clinic by evaluating processes and workflow and participating in other quality improvement activities and training.
- 6) Train staff on Pulmonary Function Testing.
- 7) Write SOPs relating to Pulmonary Function testing.
- 8) Perform Pulmonary Function Tests such as Spirometry, Peak Flows, Reversibility Testing, Methacholine Challenge and other assessments as required by a study protocol.
- 9) Perform other functions as required by study protocol or business needs such as 6 minute walk tests
- 10) Perform specialized asthma tests including bronchial provocation and FENO testing
- 11) Present monthly seminars on spirometry teaching to clinical staff

Any Additional responsibility given by Head of the Department / Management



Qualifications:

- B.SC., post-secondary diploma in a scientific, healthcare or pharmaceutical field or equivalent
- Graduation from an accredited institution of Respiratory Therapy and licensed to practice with the provincial governing body
- >2 years of experience in performing Pulmonary Function Tests such as Spirometry, Methacholine Challenges, Exercise induced Bronchoconstriction
- Solid understanding and broad knowledge of the pathophysiology of the cardiopulmonary system
- >2 years' experience in a clinical research environment with phase II-IV experience preferred
- BCLS preferred, ACLS an asset
- SOCRA/ACRP certificate is an asset
- Demonstrates effective time-management skills and able to quickly make decisions in order to solve problems as required; ability to work independently
- Working knowledge of ICH/GCP and GDP
- Strong analytical and problem solving skills
- Excellent organizational skills, detail oriented, efficient and able to multi-task and prioritize effectively
- Excellent interpersonal skills
- Strong English written and verbal communication skills

The resumes can be submitted to HRMississauga@cliantha.com