



VACANCY POSTING

Vacancy:	Research Assistant, Research Ethics Board
Description of Position:	Temporary Casual <i>(4 hours every 2 weeks)</i>
Number of Vacancies:	1 Position
Unit:	Research
Wage Grid:	\$25.346
Employee Group:	Non-Union Support
Shift Work:	No
Weekend Work:	No

Date Posted:	September 18, 2025
Closing Date & Time:	September 25, 2025 at 1700
Reference Number:	#25-176 T-CAS RESEARCH ASSISTANT REB
Clinical Manager	Dr. Mohamed Gazarin, x6226

ROLES AND RESPONSIBILITIES

PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

NATURE AND SCOPE OF WORK

- Recruit, instruct, and coordinate research participants, as appropriate to specific study objectives
- Collect qualitative and quantitative data
- Database use and organization
- Preparation and coordination of final reports, academic proposals and manuscripts
- Preparation and coordination of abstracts and conference presentations
- Research Ethics Board applications
- Administrative duties such as organization and facilitation of meetings and other events associated with research activities, as required
- Various literature reviews using established databases such as PubMed
- Maintaining a database of bibliographic references using appropriate software
- Media design (posters, advertisements, etc.)
- Support hospital Quality improvement projects
- Presentations to various committees, project teams, etc.

- Ensure the smooth and efficient day-to-day operation of research department

QUALIFICATIONS

- Graduate/ Undergraduate degree in health or related field, including but not limited to science, biomedical, nursing, pharmacy, ICT
- Previous experience in research work, preferably in a medical setting
- Knowledge of TCPS-2 & GCP
- Advanced oral and written communication skills
- Previous publications an asset
- Knowledge of research principles, methodology, and procedures
- Strong organizational skills
- Proficiency in Microsoft Suite
- Strict confidentiality of all patients and hospital related information
- Excellent attendance and appropriate availability to fulfil shift commitment
- Ability to relate well with, members of the health care team and the general public
- Responsible for own professional development
- Obtain a satisfactory Police Check (vulnerable sector)

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

APPLICATION INFORMATION

Further information is available from **Dr. Mohamed Gazarin, Chief Research Officer at extension #6226**. Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Manager Recruitment, Compensation and Benefits at bfancey@wdmh.on.ca. When applying for any posted vacancy it is mandatory that you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

Winchester District Memorial Hospital welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process