The Clinical Research Unit at the Montreal Neurological Institute in the Faculty of Medicine at McGill University invites applications for an Academic Associate (Nurse Manager).

The nurse manager of the clinical research unit works in close relationship with the unit's manager and program director to supervise a team of nurses involved in clinical trials. Daily operations and interactions with patients are the responsibility of the research nurse and regular nurses. The nurse manager ensures that appropriate nursing protocols, policies and procedures are followed and when necessary are developed to maintain a high level of safety and efficiency when conducting clinical trials.

The nurse manager is involved in unit expansion projects such as the creation of a phase I clinical trial unit, the infusion room and the development of satellite units: budgeting of equipment, establishing partnerships with the MNH/MUHC, assessing needs for vendor services, etc.

Specific duties include:

- Facilitate, coordinate, enhance and promote McGill’s research and development activities by coordinating and managing the nursing team at the Clinical Research Unit at the MNI.
- Read and understand clinical trial protocols to properly assess and establish operational and logistical requirements and issues at the unit/nursing level to conduct the trial.
- Understand and supervise the administration and management of medication infusions, laboratory sample collections (draw blood samples, collect urine samples, lumbar punctures etc.), patient symptoms monitoring, laboratory data collection and recording and all other nursing related tasks.
- Support the nursing team to ensure that patient activities are performed in accordance with clinical trial protocol and University and sponsor policies and procedures.
- Structure and supervise the nursing staff training logs: GCP, Division 5, internal SOPs and others as required.
- Develop nursing protocols as needed. Work with MUHC as needed to standardize nursing protocols, policies and procedures.
- Create and maintain nursing SOPs.
- Oversees inventory of medical and paramedical supplies: Develop an inventory tracking process, maintains inventory log and identifies best supply providers.
- Participate in the hiring process of nurses and vendor nurses when needed.
- Participate in the annual performance evaluation process of the nursing team members.

This position is a contract position for one (1) year, with possibility of renewal. The salary will commensurate with experience.

Education/Experience
Minimum qualifications: Bachelor of Nursing with prior management experience. Neuroscience nursing experience an asset.

Application Process
Letters of application should be accompanied by a curriculum vitae and sent by email to Hr-CRU.neuro@mcgill.ca by June 30, 2018.

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated equity groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) at angela.campbell@mcgill.ca or by phone at 514-398-1660.

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.