VANCOUVER PROSTATE CENTRE
A UBC & VGH Centre of Excellence

2660 Oak Street
Vancouver, BC
Canada V6H 3Z6

Phone: 604 875 4818
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www.prostatecentre.com

Regulatory Assistant, Clinical Trials
Vancouver Prostate Centre

The Vancouver Prostate Centre (VPC) has an exciting career opportunity for a **temporary, fulltime Regulatory Assistant** interested in pursuing a role in clinical trials regulatory affairs.

As per the current Public Health Orders (Long Term Care/Seniors Assisted Living Provincial Health Officer Order and the Health Sector Order), as of October 26, 2021, all employees must be fully vaccinated for COVID-19. Proof of vaccination status will be required.

The Vancouver Prostate Centre

VPC has a large, multi-disciplinary research program that undertakes basic, clinic, and translational research. It is a National Centre of Excellence and a designated Centre of Excellence for Commercialization and Research. It is affiliated with the University of BritishColumbia and the Vancouver Coastal Health Authority. Further details on VPC and its research programs are available at www.prostatecentre.com.

Position Summary

The Regulatory Assistant works closely with the Regulatory Affairs Coordinator and Clinical Trials Manager and provides assistance to the Clinical Trials Coordinators. The Regulatory Assistant provides a broad scope of administrative and data entry support to the Clinical Trials team.

Typical Responsibilities

Assist with day-to-day operations of assigned research studies, duties of which may include:

- Provides clerical support for data entry trials.
- Maintains study files by filing regulatory documents, Research Ethics Board (REB) submissions, acknowledgements, approvals and sending copies to the sponsor/coordinating centre as needed
- Files/maintains correspondence files for all studies.
- Ensures Investigator and staff CVs are signed, filed in the master binder with copies in each study binder annually.
- Ensures medical license verifications are updated annually.
- Creates files for new studies.
- Updates staff training documents (binder and electronic files) and ensures that staff training is up to date.
- Assists with regulatory documents collection and submission for new studies.
- REB submissions such as acknowledgements, amendments and renewals.
- Assists with Clinical Trial Meetings
- Performs additional duties and administrative tasks as required by the Regulatory Affairs Coordinator and Clinical Trials Manager.

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Decision Making/Level of Accountability/Extent of Authority

Minimal.

Supervision Received

The Regulatory Assistant will be under the supervision of the Regulatory Affairs Coordinator and Clinical Trials Manager.

Supervision Given

None.

Minimum Qualifications

- Grade 12 plus additional relevant training such as a Medical Office Assistant (MOA) or Office Assistant certificate/diploma.
- Solid communication and interpersonal skills, with demonstrated experience communicating concepts in a professional manner.
- Ability to maintain confidentiality essential.
- Computer literate, including solid Microsoft Office skills and data entry experience.
- Demonstrated organizational skills.
- Demonstrated initiative.
- Strong attention to detail.
- Ability to work effectively both independently and as a member of a team.
- Relevant clinical trials experience and/or knowledge of relevant regulatory and ethical guidelines and principles for conducting research with human subjects is required. Additional training will be provided to the successful candidate.

Compensation

Salary range for this position is $43,892 to $57,608 per annum, plus benefits – initial placement will be at **$43,892 per annum** for this junior-level position.

Application Procedures

To join our team, please email careers@prostatecentre.com with subject line **Regulatory Assistant, Clinical Trials** with the following items attached:

- Covering letter
- Resume

Closing Date: This position will remain open until a suitable candidate is found.

Note: We thank all applicants for their interest. However, due to the high volume of applications received, only shortlisted candidates will be contacted. No phone calls please.