

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Temporary Part-Time or Temporary Full-Time opportunity (depending on availability of successful candidate) as a **Research Assistant II (Competition #30.18)** exists in the Women's College Research Institute. The Research Assistant will function as a member of the Women and HIV Research Program (WHRP) in research administrative and knowledge translation related-tasks. WHRP was founded in 2006 and has the mission to work with women living with HIV to carry out research aims to address topics deemed important to them and to optimize their wellbeing using community-based approaches.

This position will take on two major roles. First, as the administrative research support to Dr. Mona Loutfy, this position is accountable for managing the activities of this Scientist and providing administrative support to her Research Program, WHRP. This position performs a wide variety of administrative support services, ranging from complex to routine, all of which contribute to the efficient and professional operation of WHRP.

Second, in response to the recent release of the 2018 Canadian HIV Pregnancy Planning Guidelines (CHPPG), the Research Assistant will help Dr. Loutfy and the WHRP Team develop the protocol and strategies to disseminate and assess the uptake of the guidelines among various end-user groups (including clinicians and patients). This includes assisting with building strong relationships amongst diverse stakeholders, creating tools for different end-user groups, and evaluating implementation processes, outcomes and impact. This position will offer the successful applicant a challenging and rewarding environment in achieving knowledge translation and exchange (KTE) objectives in the disciplines of reproductive health, HIV and health equity.

Summary of Duties, but not limited to:

Administrative support:

- Maintains and coordinates the PI's (Dr. Mona Loutfy's) schedule
- Supports the preparation of periodic and ad hoc reports and other study documents/research files, as required by investigators, administrators, funding agencies, and/or regulatory bodies
- Communicates, meets and plans with the Research Coordinator, Research Coordinator II, Research Associate, and Scientist involved in WHRP to meet WHRP's deliverables
- Arranges team meetings as needed and completes required minutes and documents
- Supports the drafting of conference abstracts and manuscripts, and submits them
- Helps in the preparation of conference posters and presentations if required
- Helps Coordinator II with the Principal Investigator's CV regularly for various agencies e.g. CIHR, OHTN
- Delivers or picks up documents from other local research sites
- Assists in the preparation of ethics approval applications, renewals and amendments as required
- Performs liaison activities with Research Board Ethics, research team members, and external researchers/collaborators
- Assists with grant submissions, prepares forms and obtains signatures as required
- Performs literature searches using PubMed, Medline or other health sciences databases
- Finds and prints journal articles as required
- Helps with other duties as assigned e.g. filing

Knowledge Translation and Exchange (KTE):

- Helps connect with key stakeholders to develop KTE strategies for various end-user groups
- Assists in the development of a thorough KTE protocol for the dissemination and uptake of the 2018 Canadian HIV Pregnancy Planning Guidelines (CHPPG)
- Submits protocol to REB if required
- Assists in the planning of meetings with stakeholder groups as needed
- Collaborates with knowledge users and partners in planning, organizing and implementing KTE activities and materials
- Assists in implementing KTE dissemination plan and assessment of uptake
- Monitors the progress of activities; develops and maintains records of activities and prepares periodic reports as required by investigators, funding agencies, and/or regulatory bodies

Other responsibilities:

- Contributes to the overall success of WHRP
- Complies with the Greater Involvement of People living HIV/AIDS (GIPA) Policies and Procedures

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

People living with HIV/AIDS are encouraged to apply

Qualifications/Skills:

- Undergraduate degree in Health or Social Sciences (or related field) to be underway or completed is required.
- Advanced computer skills (MS Office – especially Word, Excel, Access, Powerpoint, Outlook) required.
- Excellent communication (verbal and written) skills, bilingual with fluency in French is an asset.
- Ability to work independently and effectively function as part of a multi-disciplinary team.
- Conscientious and precise delivery of work even when under pressure.
- Organized and flexible, able to handle multiple tasks and varying priorities in deadline-oriented environment.
- Demonstrated ability to work effectively within an interdisciplinary team setting and across organizational boundaries.
- Experience in knowledge translation and exchange (KTE) and evaluation methodologies.
- Ability to work precisely according to procedures, rules, and regulations.
- An understanding of research design and research ethics.
- Familiarity with community research-based principles and clinical research.
- Knowledge of issues relating to people living with HIV and strong awareness of anti-oppression and harm reduction issues
- Education and/or work experience in the fields of HIV, Public Health, Gender and Women's Studies, KTE, Research Methods and/or Operations experience an asset.
- The successful applicant will be required to complete certification on ethical conduct of research.
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

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POSTING DATE: Tuesday February 6, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.