

# 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 Full-Time (approximately one year)** opportunity as a **Research Assistant (Competition #12.18)** at the Women's College Hospital Institute for Health System Solutions & Virtual Care (WIHV), reporting to the Director, Health System Solutions & Virtual Care. The project, funded through Diabetes Action Canada, will involve rapid quality improvement techniques and a quantitative evaluation of a program that uses telemedicine to screen for diabetic retinopathy, with the aim of refining the model for province-wide scale up.

The **Women's College Hospital Institute for Health System Solutions and Virtual Care (WIHV)** aims to improve health by working to develop, implement and evaluate new models of care and new policy approaches. Our philosophy is to engage and collaborate with all players in health care to deliver tangible solutions that improve the health system as a whole. Our goal is to inspire innovation and enable Ontario's most promising leaders to transform their ideas into practical, scalable solutions.

## **Summary of Duties, but not limited to:**

- Collects and participates in the analysis of data from the research study
- Performs data entry, chart reviews and quality control
- Assists in interpretation of results
- Participates in the drawing of conclusions for review and inclusion into final research reports from research findings
- Assists in the review of manuscripts and proposals of investigators
- Schedules, attends research meetings, including preparing agendas and meeting minutes
- Prioritizes and monitors various study deadlines while maintaining organized records of study files
- Assists with day-to-day administrative tasks, which include scanning, faxing, acquiring signatures, CV maintenance

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.

## **Qualifications/Skills:**

- Undergraduate degree required, relevant Masters degree preferred
  - Some research assistant experience, including experience with data collection and handling
  - Experience with basic statistical methods and analysis
  - Demonstrated strong independent working and multitasking skills
  - Ability to work well in a deadline-oriented and team-based environment
  - Outstanding written and verbal communication skills
  - Excellent organizational and administrative skills with attention to detail
- 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

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- 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: January 19, 2018**

Please forward resumes via email to [HR@wchospital.ca](mailto: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.*