

# 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.

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 innovations in clinical care and policy. 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.

An exciting **Temporary Full-Time (approximately one year)** opportunity as a **Research Assistant (Competition #10.18)** exists in the **Women's College Hospital Institute for Health System Solutions and Virtual Care**, reporting to the Manager, Virtual Care Program.

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

- Assist in coordinating three, multi-centred research studies evaluating digital platforms aimed at enabling self-management of various chronic diseases and/or access to primary care/primary care coordination. Duties include:
  - Supporting the Principal Investigator, the Manager of Virtual Care and other project team members in administrative tasks related to the evaluation;
  - Collecting participant data;
  - Conducting participant recruitment;
  - Gathering informed consent from participants;
  - Supporting Research ethics document submission;
  - Performs data entry, chart reviews and quality control;
  - Compiling relevant documents and forms for approval by the manager of Virtual Care, including project status reports/updates.
- Develop and maintain project databases and schedules
- Assist with necessary data flow between internal and external collaborators
- Conduct and synthesize literature reviews to assist in protocol development
- Schedule and attend research meetings, including preparing agendas and meeting minutes
- Assist 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
- Strong skills in MS Office (Word, PowerPoint, Excel) required; MS Outlook also preferred.
- Some research assistant experience, including experience with data collection and handling preferred
- Experience with basic statistical methods and analysis preferred
- Demonstrated strong independent working and multitasking skills
- Ability to work well in a deadline-oriented and team-based environment

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- 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
- 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

**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.*