

# 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 Coordinator (Competition #166.18)** exists in the Women's College Research Institute reporting to Dr. Noah Ivers.

The OHIL is a team of scientists and health system partners who collaborate on a Canadian Institutes of Health Research Strategy for Patient Orientated Research Innovation Clinical Trail Multi-Year Grant. The project involves a series of trials in collaboration with multiple health system partners, including Health Quality Ontario. Integrated knowledge translation with these partners and stakeholders is a key feature of the project.

The contract is for one year with the possibility of renewal; the CIHR grant runs for four years. The individual will work closely with principal investigator Dr. Noah Ivers and will also work with a large team of co-investigators and health system partners. Strong communication skills are essential.

We are seeking a highly motivated Research Coordinator with relevant education and research experience to work with our OHIL team. Specifically, we are looking for an individual with strengths in health services research methodology, familiarity with both qualitative and quantitative research as well as comfort with systematic reviews to support the OHIL project. The ideal candidate would have comfort with analysis of health administrative databases and an understanding of relevant research ethics requirements for pragmatic trails and embedded process evaluations. Experience with policy-relevant evaluations and an interest in contributing to an integrated knowledge translation process that aims to improve health system quality are desired attributes.

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

### **Project Management**

- Work with relevant partners involved in the project from various organizations
- Coordinate and assist with qualitative and quantitative data collection
- Implement techniques to successfully engage various stakeholders in the data collection process
- Facilitate ongoing input from representatives of various patient and provider stakeholder groups
- Identify deadlines for various aspects of the project; prompt relevant team members to stay on task in advance of those deadlines
- Proactively identify barriers/threats/risks for project completion and work with team members including research Coordinators and scientists to develop solutions

### **Research /Policy Writing**

- Complete Research Ethics Board (REB) applications and renewals/amendments as needed
- Assist in protocol development and potentially in grant development
- Assist investigators in preparation of materials for presentation and publication
- Conduct literature searches and support systematic reviews
- Collect quantitative data as per study protocol and prepare data for analyses
- Assist with semi-structured interviews and facilitate focus groups to collect data as per study protocol and prepare data for analyses
- Apply theoretical frameworks when analyzing data in accordance with study protocol

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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:**

- A Master's degree in a related field and a minimum of three years of experience related to the area of study, ideally in epidemiology, health services research, and/or health research methodology
- Experience collecting qualitative and quantitative data and conducting qualitative and quantitative analyses
- Experience conducting literature reviews; involvement in systematic reviews is an asset
- Outstanding written and verbal communication skill
- Independent organizational and administrative skills with attention to detail according to the direction of project investigators
- Well-developed skills using Microsoft Offices and capacity to learn additional software as needed
- Ability to work well in a deadline-oriented and team-based environment
- Strong multi-tasking, time and project management skill
- Good work and attendance record required
- Demonstrated WCH vision mission and value
- 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: Friday June 22, 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 Indigenous 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.*