

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 #187.18)** exists at Women's College Research Institute reporting to the Dr. Valerie Taylor.

The Research Coordinator (RC) will function as the RC for Dr. Taylor's research projects, and will work closely with the Principal Investigator, study team and stakeholders to coordinate a Health Canada regulated multi-site clinical trial that focuses on the link between gut microbiome and depression in Bipolar Disorder patients. The coordinator will recruit, enroll and assess patients with complex mental health disorders. Due to the nature of the work, the coordinator will be required to manage the receipt handling, transport, and storage of biological samples during the trial.

Summary of Duties, but not limited to:

- Plan and coordinate the activities of the research study protocols and the establishment and maintenance of operating policies and procedures
- Monitors the progress of research activities; develops and maintains records of research activities, and prepares periodic and ad hoc reports, as required
- Coordinate the collection and analysis of research data
- Completes patient enrollment and obtains informed consent
- Clinical assessment of patients, including MINI and SCID mental health questionnaires
- May liaise with study sponsors for monitoring/audits
- If applicable, completes assessment of potential serious adverse events and notifies the study sponsor, physician and appropriate authorities
- Works with relevant partners involved in the project from various organizations
- Assists with completion of Research Ethics Board (REB) applications and coordinates renewals/amendments
- Assists investigators in preparation of materials for presentation and publication
- Assists with any grant submissions
- Monitors grant budgets for the research program
- Identify deadlines for various aspects of research projects and prompts 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 assistants and scientists, to develop solutions
- Performs miscellaneous job-related duties as assigned, including supports for other research program related activities

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.

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Qualifications/Skills:

- A Master's degree in a related field and a minimum of three (3) years of experience related to the area of study
- Experience with clinical trials coordination
- Experience working in a research environment and/or academic hospital
- Ability to translate complex ideas into lay language
- Experience collecting quantitative data and conducting quantitative analyses
- Excellent communication (written and verbal) skills
- Excellent organizational and administrative skills with attention to detail
- Excellent problem-solving and analysis skills
- Strong knowledge in internet-based research and well developed skills using Microsoft Office
- Ability to work well in a deadline-oriented and team-based environment
- Strong multi-tasking, time and project management skills
- Demonstrates WCH vision, mission and values
- Experience working with patients representing vulnerable populations
- Interest in contributing to integrated knowledge translation process that aims to improve health system quality
- 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: Wednesday July 18, 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 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.