

# 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 (one year contract)** opportunity as a **Research Coordinator I (Competition #55.18)** exists in the Women's College Hospital Institute for Health System Solutions and Virtual Care.

This is a 12-month position, funded through a grant from Diabetes Action Canada. The individual will work closely with the principal investigators, a large team of co-investigator scientists, plus health system partners and knowledge-user stakeholders. This study 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.

Specifically, we are looking for an individual with qualitative and quantitative research experience and an interest in quality improvement, innovation and user-centered design who would help carry out testing of small-scale modifications to the program through interviews and surveys. This will involve working closely with program staff, patients, the technology provider and program stakeholders to identify opportunities for improving the model and a scale up strategy across Ontario. The candidate will also be responsible for coordinating the evaluation of the impact of the program on diabetic retinopathy screening rates using administrative data on screening rates at program sites.

The candidate should have experience with qualitative data collection and analysis, comfort with quantitative studies and process evaluations, experience with user-centred design, and an interest in program design, scale up, chronic disease and telemedicine.

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

### **Project Management**

- Identify milestones, deliverables, and deadlines for various aspects of the project; prompt relevant team members to stay on task, and work to complete assigned tasks, in advance of deadlines
- Proactively identify barriers/threats/risks for project completion and work with team members to develop solutions
- Work with relevant partners involved in the project from various organizations
- Work with team members to implement techniques to successfully engage patients representing a variety of stakeholder groups

### **Research**

- Act as the primary operational liaison for external organizations and groups working with the unit
- Coordinate the day-to-day activities of research staff working on the various unit projects
- Perform aspects of research protocol i.e. participant recruitment, data collection, coordination of various aspects of research studies, as required
- Assist in protocol development
- Conduct literature searches and assist in data analyses
- Oversee the submission of ethics applications both internally as well as submissions to external organizations, track ethics approvals
- Responsible for oversight of all research databases and records

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- Assist investigators in preparation of materials for presentation and publication
- Develop and oversee event planning and conferences for research participants and others, including all budgetary and financial aspects
- Generate progress and summary reports for the Principal Investigators and funders
- Collaborate with team members to write and edit presentations, reports, budgets, proposals, and publications

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
- Experience working in a research environment and/or an academic hospital.
- Experience collecting quantitative and qualitative data and conducting quantitative and qualitative analyses.
- Knowledge of planning and management processes for research (e.g., experience with the ethics approval process, federal granting agency guidelines, etc.)
- Excellent analytical skills as demonstrated by preparation of manuscripts, grant submissions, study proposals and materials
- Excellent interpersonal, verbal, and written communication skills are essential
- Outstanding written and verbal communication skills and ability to translate complex ideas into lay language
- Excellent organizational and administrative skills with attention to detail.
- 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.
- 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: March 14, 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, 48.18)**

**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,*



WOMEN'S COLLEGE HOSPITAL

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*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.*