

# 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** opportunity as a **Research Ethics Board (REB) Assistant (Competition #141.18)** exists in Research Operations, reporting to the Director, Research Operations.

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

- Support the screening and triaging of new research submissions, working closely with the Research Ethics Coordinator and REB Chair/Vice Chair
- Track research approvals for end dates, send and monitor notices of expiration to ensure all active research continues to have approval in place
- Schedule and organize REB meetings including: preparing agendas and documents, distributing meeting packets, coordinating communications with REB members regarding meetings, reviewing assignments and scheduling
- Provide administrative support for the Research Ethics Office, which includes ensuring that all REB electronic and printed documents are filed appropriately and in a timely fashion
- Provide administrative and tracking functions for submissions and renewals to support metrics submissions to external groups as well as for internal reporting
- In consultation with the Research Ethics Coordinator, maintain and update all information on the REB website to ensure the most current information is accessible publicly
- Assist in drafting the annual report, standard operating procedures, and other institutional REB documents
- Prepare files for offsite archival storage, track for retrieval purposes
- Administrative support to the research operational team as required

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:**

- Completion of a recognized office administration or research ethics program preferred
- Knowledge of research ethics guidelines preferred
- Experience working in a research environment and/or an academic environment is an asset
- Excellent written, verbal, and interpersonal skills are essential
- Excellent organizational and administrative skills with attention to detail are essential
- Strong time management skills as well as experience prioritizing and working in a dynamic environment
- Demonstrated ability to take initiative and work independently
- Demonstrated problem-solving skills and proactive approach to challenges
- Demonstrated ability to work effectively with a wide variety of people at different levels while exercising discretion and tact
- Proficiency in Microsoft Office including Outlook, Access, Word, Excel, Publisher, and Powerpoint

# EMPLOYMENT OPPORTUNITY

- 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 May 23, 2018**

**Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number 141.18 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.*