

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 **Regular Full-time** opportunity as a **Research Coordinator I (Competition #60.17)** exists in the Women's College Research Institute.

Summary of Duties, but not limited to:

- Identifies deadlines for various aspects of research projects and prompts relevant team members to stay on task in advance of those deadlines
- Proactively identifies barriers/threats/risks for project completion and work with team members including research assistants and scientists to develop solutions
- Works with relevant partners involved in the project from various organizations
- Ongoing coordination of clinical, basic science etc. activities pertaining to the research study including assisting Investigators in the initiation of new research and the development, interpretation, and implementation of study protocols
- Completes Research Ethics Board (REB) applications and manages renewals/amendments as needed
- Completes patient enrollment and obtains informed consent
- Conducts semi-structured interviews to collect data as per study protocol and prepares data for analyses
- Completes transcription and entry of study related data
- Conducts document analysis and screens data for study inclusion as per study protocol
- Clinical assessment of patients including assessment of the knee, hip and shoulder
- Responsible for processing data including statistical analysis, applying theoretical frameworks in accordance with study protocol
- Interacts with sponsoring agencies regarding requests for clarifications of data and/or assisting with monitors/audits during site visits
- If applicable, completes assessment of potential serious adverse events and notifies the study sponsor, physician and appropriate authorities
- Assists investigators in preparation of materials for presentation and publication
- Assists in drafting related grant application documents
- Completes literature searches
- Works with team members to implement techniques to successfully engage patients representing a variety of stakeholder groups

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 university degree in a related field or a minimum of three years of experience related to the area of study
- Experience working in a research environment and/or an academic hospital
- Ability to consider relevant theory (e.g., from organizational/health psychology, sociology, behavioural economics) to understand mechanisms of action, identify active ingredients, and explore effect modifiers of complex quality improvement interventions
- Experience organizing patient engagement events
- Familiarity with administrative databases
- Ability to translate complex ideas into lay language
- Experience collecting quantitative data and conducting quantitative analyses
- Outstanding written and verbal communication skills
- 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
- 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: September 5, 2017

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.15)

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.