

Women's College Hospital

Competition #185.17**Position:** Research Coordinator III**Classification:** Regular Full-Time**Hours of Work:** 37.5 hours per week**Department:** Familial Breast Cancer Research Unit**Union:** Non-Union**Salary:** TBD

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.

Summary of duties, but not limited to:**Financial and Human Resources Management Responsibilities**

- Supervises, trains, and directs research assistants and research volunteers in the unit
- Plans and coordinates the staffing of research studies including the recruitment and administration of research support staff
- Directs and mentors students in the unit and ensures their operational integration within the organization
- Helps to ensure the financial sustainability of the unit's research program by working with the Principal Investigators and the Finance department to complete budget projections
- Works with relevant departments to develop and establish research contracts and agreements with various external agencies and institutions

Research Responsibilities:

- Acts as the primary operational liaison for internal and external collaborators working with the unit
- Supervises the day-to-day activities of research staff working on the various unit projects and executes aspects of research protocol (i.e. participant recruitment, data collection, bio specimen collection, coordination of various aspects of research studies) as required
- Acts as the primary point of contact when research participant questions and concerns are escalated
- Responsible for the completion and submission of ethics applications both internally as well as submissions to external organizations, tracks ethics approvals, and completes updates as required
- Responsible for oversight of research databases and records at the unit
- Oversees the transition from paper to a web-based electronic database
- In collaboration with the Principal Investigators, plans and coordinates the initiation of research study protocols and establishes operating procedures for various research studies

Applications and Report Writing Responsibilities:

- Generates progress and summary reports for the Principal Investigators
- Collaborates with team members to draft presentations, reports, budgets, proposals, publications
- Conducts literature reviews and assists in data analyses
- Provides technical support with database platforms and hardware and software
- Provides guidance and operational support to projects

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:

- Master's Degree with a focus on Public Health, Health Sciences, and/or other related field
- 3-5 years of progressively responsible and related experience in a research or academic environment
- 3-5 years of clinical research experience
- Computer competency including MS Access, MS Word, MS Excel, and REDCap
- Knowledge of planning and coordination processes for research (e.g., experience with the ethics approval process, federal granting agency guidelines, etc.)
- Excellent interpersonal, verbal, and written communication skills are essential

- Demonstrated ability to work effectively with a wide variety of people at different levels
- Ability to take initiative and lead a diverse group of individuals
- Ability to work independently with a high degree of initiative, discretion and tact
- Strong time management skills as well as experience prioritizing and working in a dynamic environment
- Demonstrated ability to maintain confidentiality and adhere to the PHIPA
- 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.

Date Posted: Wednesday September 13, 2017

Last Date For Application: Wednesday September 20, 2017

Qualified internal applicants must complete the internal application/transfer form and forward your resume to the Human Resources Department. Please note: candidates who do not have the required qualifications will not be asked to attend an interview.

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.