

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 Assistant (Competition #346.18)** exists in the Women's College Research Institute. The Research Assistant will function as a member of the Women and HIV Research Program (WHRP), and assist with a chart review study specifically for the Trans Women and HIV Research Initiative (TWIRI). TWIRI, an initiative under WHRP, launched in 2017. TWIRI aims to create and promote accessible, trans-specific knowledge sharing platforms that are respectful and inclusive of all identities within the trans spectrum.

The Research Assistant will work under the direction of the TWIRI coordinator and the Principal Investigator, Dr. Mona Loutfy and will fulfill the following activities.

Summary of Expectations, but not limited to:

- Works closely with the PI, coordinator and other investigators
- Performs all aspects of research protocol (i.e. patient chart review at multiple clinics across Toronto, data collection from multiple clinics across Toronto, data entry, data cleaning, data confidentiality and security)
- Maintains project materials, records, and equipment in a confidential location as per the study protocol
- Assists with data management, ensuring the accuracy and integrity of data collection and investigates all missing or invalid data
- Helps prepare study materials and delivers between study sites and WCH
- Communicates with all sites to optimize data collection scheduling
- Able to travel between WCH, Maple Leaf Medical Clinic, and other clinical sites across Toronto
- Performs literature reviews and prepares summary reports for the PI, if times permits

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:

- Undergraduate or Master's degree in a relevant field (e.g. Health Sciences, Health Administration)
- Some experience in a health research setting preferred
- Demonstrated expertise in research in health, health services, or related field
- Exceptional organizational skills, accuracy and attention to detail
- Excellent problem solving skills
- Experience with REDCap an asset
- Excellent verbal and written communication skills
- Ability to work both independently and collaboratively
- Excellent time management skills
- Well-developed interpersonal and customer service skills

EMPLOYMENT OPPORTUNITY

- Strong ability to maintain confidentiality required
- Advanced computer skills (MS Office – especially Word, Excel, Access, Powerpoint, Outlook) required.
- 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: December 21, 2018

Please forward a CV along with a brief letter summarizing the candidate's research activities (maximum 2 pages) via email to HR@wchospital.ca with the competition number in the subject line. A letter of support from the candidate's hospital Clinical Chief may be requested at the discretion of the VP Research.

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.