

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 part-time (approximately one year) opportunity as a **Research Assistant (Competition #293.18)** exists in the Women's College Research Institute reporting to the Principal Investigator.

Working under the direction of the Principal Investigator and the guidance of the Research Manager and PI, the Research Assistant requires past experience in the coordination and administration of clinical studies (implements and coordinates all aspects of data collection and source documentation, as per Women's College Hospital policy and ICH/GCP guidelines; identification problems using assessment skills, execution study-related administrative tasks, such as collection of regulatory documents, ethics submissions, adverse events, monitoring safety, medication, assessment of study-related literature) and builds on this experience to facilitate, mentor and enhance quality, standardization and productivity in clinical research across the Anesthesia research program.

Summary of Duties, but not limited to:

- Collects and participates in the analysis of data from the research study
- Performs literature review and prepares summary reports for the Principal Investigator
- Performs data entry, chart reviews and quality control
- Recruits and consents eligible participants who are referred to the study
- Conducts data collection interviews, including in-person and telephone calls
- Assists in the preparation of REB applications
- Schedules, attends research meetings, including preparing agendas and meeting minutes
- Prioritizes and monitors various study deadlines while maintaining organized records of study files
- Assists with day to day administrative tasks which include scanning, faxing, acquiring signatures, CV maintenance

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 graduate degree in a related field or equivalent experience
- One year of research experience required, including experience with data collection, monitoring/auditing
- Experience with basic statistical methods and analysis
- Demonstrated strong independent working and multitasking skills
- Ability to work well in a deadline-oriented and team-based environment
- Outstanding written and verbal communication skills
- Excellent organizational and administrative skills with attention to detail

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- 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: October 26, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number 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.