

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 (approximately one year)** opportunity as a **Research Assistant II (Competition #276.18)** exists in the Women's College Research Institute, reporting to the Principal Investigator. This position is with the Familial Breast Cancer Research Unit of WCRI and works closely with the Principal Investigator, Co-Investigators and the Research Manager.

Summary of Duties, but not limited to:

- Performs the activities of various aspects of the research protocol (i.e. participant recruitment, bio specimen collection, data collection, data entry, data cleaning)
- Assists with data management ensuring the accuracy and integrity of data collection and investigate all missing or apparently invalid data and Biostatistician with data analyses as needed
- Assists with the preparation of submissions to Research Ethics Boards both internally and externally and tracks granted approvals
- Prepares study materials and coordinate shipments between study sites and WCH
- Communicates across all sites to ensure study documents and samples are obtained within allotted time frames
- Collects health information via Electronic Patient Records or Health Care Provider Offices while maintaining adherence to all WCH rules and guidelines
- Coordinates various aspects of research studies as needed
- Assists with the day-to-day oversight of students and volunteers
- Provides administrative support to other research projects 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:

- Undergraduate or Master's degree in a relevant field (e.g. Health Sciences, etc.)
- 2 - 3 years' experience in a health research setting preferred
- Ability to read pathology and medical records preferred
- Excellent problem solving skills, judgment and decision making skills
- Mastery of MS Office applications including Excel, Outlook, Access and Word an asset
- Excellent verbal and written communications skills
- Work efficiently in a high-pressured environment
- Excellent organizational and time management skills
- Well-developed interpersonal and customer service skills
- Ability to maintain confidentiality



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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 a

POSTING DATE: October 16, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number 276.18 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.