

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 two years) opportunity as a **Research Coordinator (Competition #96.18)** exists in the Women's College Research Institute reporting to the Dr. Paula Harvey and Dr. Elsie Nguyen.

Under the direction of the Women's College Hospital Research Institute, the Cardiology and Medical Imaging Research programs we invite applications for a Research Coordinator. This is a full-time contract position for 2 years. Under the supervision of the Principal Investigators, the Research Coordinator will be responsible for the day-to-day running of the study, ensuring strict adherence to the study protocol.

Summary of Duties, but not limited to:

- Completes recruitment, screening, enrollment and data collection of study participants, ensuring protocol compliance:
 - Explains details and requirements of the trial design to the patient and/or family
 - Obtains signed consent from the patient
 - Ensures completion of eligibility requirements
 - Registers and/or randomizes patients
- Facilitates and coordinates patient study visits and tests
- Ensures source documentation is accurate
- Completes the on-study documentation and data entry into a REDCAP database
- Accurately cleans and prepares data sets and resolves data queries
- Monitors budget including the completion of invoicing, reconciling revenue and expense reports
- Assists with the submission of manuscripts to scientific journals, may involve creating tables, figures, proof reading, preparation of cover letter, coordinating documents to sign, electronic submission
- Maintains and regularly updates research literature library, including performing literature searches using PubMed, Medline or other health sciences databases, and producing annotated bibliographies
- Assists with grant writing and submissions; prepares forms, budgets, appendices and other documents as required, research ethics applications
- Schedules, attends and facilitates research meetings, including preparing agendas and meeting minutes
- Prioritizes and coordinates various study deadlines while maintaining organized records of study files
- Assists with day to day administrative tasks which includes scanning, faxing, acquiring signatures etc.

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 Master's degree in a related field and a minimum of three years of experience related to the area of study
- Previous experience interacting with patients including registering and randomizing of patients for clinical trials and explaining details and requirements of the trial design to patients and or family, an asset
- Knowledge of medical terminology, preferred
- Knowledge of REDCAP an asset
- Basic ability with statistical package such as SAS or SPSS an asset
- Experience with data collection, review and entry methods
- Good understanding of research design and research ethics
- Exceptional record-keeping skills and attention to detail
- Excellent interpersonal, verbal and written communication skills
- Ability to organize and track high volume of information, and retrieve with efficiency
- Resourceful self-starter and problem-solver, with ability to work with minimal supervision and as a member of a small team
- Flexibility, commitment, and ability to seek appropriate resources is required
- Project management skills, including problem solving skills
- Well-developed time management skills
- Advanced knowledge and experience in the use of computer software applications: Microsoft Office Suite, specifically MS Word, Power Point, Excel and Access is required
- Proficient with EndNote bibliographic software to manage references is required Advanced knowledge of Microsoft Outlook, ability to send emails, schedule and manage meetings in calendar, create and manage task
- 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: April 19, 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 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.