

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 Coordinator (Competition #331.18)** exists in the Women's College Research Institute reporting to the Kelley Metcalfe.

Summary of Duties, but not limited to:

- Performing most aspects of research protocols and day-to-day activities of associated research projects such as: participant recruitment, participant consent, coordinating data collection, data entry and coding, biospecimen collection, and other aspects of research studies.
- Acts as the primary contact for external organizations, groups, and collaborators on associated research projects.
- Coordinates communication across all sites to ensure follow ups are performed within allotted time allowances.
- Completes and submits ethics applications, amendments, and other submissions both internally and to external organizations.
- Tracks and maintains ethics approvals at all associated research sites.
- Provides oversight of applicable research databases, including data management and cleaning.
- Ensures accuracy and integrity of data collection and investigates all missing or apparently invalid data, may be requested to provide basic data analysis as needed.
- Develops, organizes, maintains, and modifies as necessary electronic and paper information filing/retrieval methods, systems, or databases.
- Communicates with sites to prepare and execute contracts.
- Generates progress and summary reports for Principal Investigators.
- Collaborates with team members to write and edit presentations, reports, budgets, proposals, and publications.
- Provides technical support with database platforms and hardware and software.
- Provides guidance and operational support to projects.
- Works closely with Principal Investigator and liaises with other investigators.

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 or equivalent experience in a relevant field (e.g., Health Sciences, etc.)
- Minimum of 3 years' experience in a research environment and/or academic hospital
- Must be comfortable explaining and discussing studies, answering questions and obtaining consent from participants
- Database management experience (experience with Microsoft Access and REDCap preferred).

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- Must be able to report on and organize research data.
- Ability to work independently and under pressure, employing strong judgment and independent decision making skills
- Excellent problem solving skills
- Knowledge and proficiency with MS Office applications including Excel, Outlook, PowerPoint, and Word
- Excellent verbal and written communications skills
- Well-developed interpersonal and customer service skills
- Excellent organizational and time management skills and the ability to work in a high pressure environment able to efficiently manage competing timelines and deadlines
- Ability to maintain confidentiality and operate under institutional and ethical guidelines
- 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: Tuesday December 11, 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.