

# 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.

Two exciting temporary part-time (approximately one year) opportunities as a **Research Coordinator (Competition #290.18)** exists in the Women's College Research Institute reporting to the Dr. Paula Rochon.

## Summary of Duties, but not limited to:

### Project Management

- Develop, plan and implement study/project protocols in collaboration with the PI. These activities may include:
  - Assisting and/or taking the lead in grant/project submissions including drafting, budget preparation, preparation of appendices;
  - Completing literature searches and/or literature reviews;
  - Assisting with and/or taking the lead in producing accurate and timely data/reports including data interpretation and presentation
- Conducting literature searches using MEDLINE and other Internet resources, retrieve and organize documents from Sunnybrook, University of Toronto and ICES libraries;
- General project management which may include:
  - Monitoring project timelines and deliverables in collaboration with other team members;
  - Assisting with the management of project budgets and allocating funds in collaboration with the PI;
  - Liaising with Finance and Procurement
- Supporting and helping to facilitate all components of a research program in the area of aging
  - Academic scholarship
  - Knowledge translation activities
  - Summarize project results
- Enhancing relationships among existing stakeholders; help with the development of new partnerships
- Planning and coordinating meetings of program or project teams, prepare meeting agendas and background material; produce and distribute minutes
- Handling administrative tasks for program

### Communications

- Create project documents and correspondence including monthly, quarterly and annual reports
- Seek opportunities to raise the profile of aging research
- Finalize written and graphic materials and create report dissemination plans
- Facilitate the uptake of knowledge by local decision-makers across Ontario through the creation of presentations and education sessions.
- Write reports (technical reports/working papers/publications/web-based summaries), abstracts, poster presentations, peer-reviewed publications and other relevant deliverables, in collaboration with the PI.
- Interface with internal and external stakeholders in support of the project such as expert panels, committees and team meetings.

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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 degree in healthcare related field, Master's degree preferred
- 2 - 3 years of experience working in a research environment and/or academic hospital
- Experience with management of patients for clinical trials
- Working knowledge of research terminology and methodology
- Demonstrated proficiency in project management; Well-versed in the conduct and critique of quantitative health services research studies; ability to carry out literature reviews, suggest methodological and analytical modifications, and give tailored knowledge translation plans.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Knowledge of applicable legislative, WCH and/or departmental policies and procedures
- Ability to work effectively both in a team environment and independently.
- Ability to meet tight and fluid deadlines.
- Strong analytical and problem solving skills
- Strong verbal, interpersonal, and written communication skills are required
- Well-developed time management skills
- Exceptional organizational skills and customer relations
- Excellent problem recognition and problem solving abilities
- Understanding of research design and research ethics
- 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: Friday October 26, 2018**

**Please forward resumes via email to [HR@wchospital.ca](mailto: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.*