

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 (1-year contract)** opportunity as a **Research Coordinator (Competition #67.18)** exists in the Women's College Research Institute with the Ontario Healthcare Implementation Laboratory (OHIL) project and the Proactive, Personalized Postpartum Mental Healthcare (P3MH) project.

This is a one-year position with the possibility of renewal, funded jointly through both the OHIL project, supported by the Ontario Strategy for Patient Oriented Outcomes Research Support Units, and the P3MH project, supported by the Canadian Institutes for Health Research. The OHIL project will involve supporting evaluations of Health Quality Ontario's Practice Reports initiative and related knowledge translation and exchange. The P3MH project will involve working on the development and evaluation of an electronic health (eHealth) tool to help parents determine if they are having symptoms of mental illness after the birth of their baby and support proactive, personalized postpartum mental healthcare.

The individual will work closely with principal investigator Dr. Noah Ivers on both projects and will also work with a large team of co-investigators from both projects as well as several knowledge-user stakeholders. Strong communication skills are essential.

We are seeking a highly motivated Research Coordinator with relevant education and research experience to work with our OHIL and P3MH teams. Specifically, we are looking for an individual with qualitative research experience to participate in the P3MH and both qualitative and quantitative research experience to support the OHIL project. The ideal candidate would have advanced Microsoft Office skills, experience with database management, and familiarity with designing eHealth tools, as well as a clear understanding of relevant research ethics requirements. Experience with policy-relevant evaluations and an interest in contributing to an integrated knowledge translation process that aims to improve health system quality are desired attributes.

Summary of Duties, but not limited to:

The Research Coordinator is responsible for the following activities:

Project Management

- Work with relevant partners involved in the project from various organizations
- Coordinate and assist with qualitative and quantitative data collection
- Implement techniques to successfully engage various stakeholders in the data collection process
- Facilitate ongoing input from representatives of various patient and provider stakeholder groups
- Identify deadlines for various aspects of the project; prompt relevant team members to stay on task in advance of those deadlines
- Proactively identify barriers/threats/risks for project completion and work with team members including research Coordinators and scientists to develop solutions

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Research /Policy Writing

- Complete Research Ethics Board (REB) applications and renewals/amendments as needed
- Assist in protocol development
- Assist investigators in preparation of materials for presentation and publication
- Conduct literature searches
- Collect quantitative data as per study protocol and prepare data for analyses
- Assist with semi-structured interviews and facilitate focus groups to collect data as per study protocol and prepare data for analyses
- Apply theoretical frameworks when analyzing data in accordance with study protocol
- Assist investigators in preparation of materials for presentation and publication

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:

- A Master's degree in a related field and a minimum of three years of experience related to the area of study
- Experience collecting qualitative and quantitative data and conducting qualitative and quantitative analyses
- Outstanding written and verbal communication skill
- Excellent organizational and administrative skills with attention to detail
- Advanced Microsoft Excel skills and familiarity with database management
- Strong knowledge in internet-based research and well developed skills using Microsoft Office and capacity to learn additional software as needed
- Ability to work well in a deadline-oriented and team-based environment
- Strong multi-tasking, time and project management skill
- Good work and attendance record required
- Demonstrated WCH vision mission and value
- 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: March 23, 2018

Please forward resumes via email to HR@wchospital.ca with the position title and competition number in the subject line.

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

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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 encourages applications from Aboriginal peoples, people with disabilities, members of racialized groups and women. 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 needs known in advance.