

# 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 (3 years)** opportunity as a **Research Coordinator I (Competition #180.18)** exists in the Women's College Research Institute (WCRI) at Women's College Hospital (WCH), reporting to the Principal Investigators. This position is with the Women's College Research Institute working in partnership with the Peter Gilgan Centre for Women's Cancers, the After Cancer Treatment Transition (ACTT) and the Familial Ovarian Cancer Clinic (FOCC).

## Summary of Duties, but not limited to:

- Work closely with the principal investigators, other investigators and partners involved to develop and maintain the infrastructure necessary to support the research and clinical aspects of two clinics (FOCC and ACTT)
- Develops, organizes and maintains research and clinical databases with relevant and necessary information
- Creates deadlines for various aspects of research projects and prompts relevant team members to stay on task in advance of those deadlines
- Ongoing coordination of operation and research activities pertaining to the study including assisting investigators in the initiation of new research and the development, interpretation, and implementation of study protocols
- Proactively identifies barriers/threats/risks for project completion and work with team members including research assistants and scientists to develop solutions
- Completes Research Ethics Board (REB) applications and manages renewals/amendments as needed
- Describes study protocols to potentially eligible participants, obtains patient informed consent, conducts data collection as per the study protocols, data entry, and patient follow-up, completes data abstraction from medical records
- Responsible for processing data including statistical analysis and applying theoretical frameworks in accordance with study protocol
- Data management ensuring the accuracy and integrity of data collection and will investigate all missing or apparently invalid data
- Completes literature searches
- Generates progress and summary reports for the principal investigators
- Collaborates with team members to write and edit presentations, reports, budgets, proposals, and publications
- Assists in drafting related grant application documents as needed
- Provides guidance and operational support to projects

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.



WOMEN'S COLLEGE HOSPITAL  
Health care for women | REVOLUTIONIZED

**Qualifications/Skills:**

- Master's degree in a relevant field (e.g. Health Sciences, etc.)
- Three or more years of experience working in a research environment and/or an academic hospital
- Familiarity with developing and maintaining databases
- Ability to translate complex ideas into lay language
- Experience collecting quantitative data and conducting quantitative analyses
- Outstanding written and verbal communication skills
- Excellent organizational and administrative skills with attention to detail
- Strong knowledge in internet-based research and Mastery of MS Office applications including Excel, Outlook, PowerPoint and Word skills
- Ability to work well in a deadline-oriented and team-based environment
- Strong multi-tasking, time, problem-solving and project management skills
- Well-developed interpersonal skills
- Ability to maintain confidentiality
- Demonstrates WCH vision, mission and values
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of WCH
- 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: July 5, 2018**

Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number 180.18 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 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.*