

# 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 regular part-time opportunity as a **Research Assistant II (Competition #129.19)** exists in the Centre for Ambulatory Care Education and Education Department.

## **Summary of Duties, but not limited to:**

- Assists the CACE and Education team with research ethics applications including drafting, submitting and managing amendments to research ethics board (REB) applications
- Conducts and synthesizes literature reviews
- Collects participant data (qualitative and/or quantitative data), may perform data entry, chart reviews, quality control audits, textual reviews, observational data collection, semi structured interviews and assist with leading focus groups
- Assists with review of data collection strategies
- Supports the development and maintenance of project databases and milestone schedules
- Supports the development of detailed project plans to monitor a track progress.
- May assist with the drafting of environmental scans or other reports on best-practices and existing solutions in target areas
- Assists in the development of a healthcare related evaluation framework
- Assists the project team in the drafting of evaluation protocols
- Assists with drafting of briefing notes and submission of manuscripts to journals
- May edit articles, papers and longer reports and supports and edits referencing in documents.
- May take part in opportunities to assist with presentation of research findings to stakeholders and academic communities
- Schedules research meetings, including preparing agendas and meeting minutes
- Assists with day to day administrative tasks which include scanning, faxing, acquiring signatures, CV maintenance

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:**

- Bachelors or Master's degree in a related field or equivalent experience
- Three years' experience in an academic health research environment
- Previous research assistant experience, including experience with data collection and handling preferred
- Demonstrated knowledge of health technology evaluation and implementation
- Experience with data analysis preferred
- Strong skills in MS Office (Word, PowerPoint, Excel and Outlook) required
- Demonstrated strong independent working and multitasking skills
- Ability to work well in a deadline-oriented and team-based environment with competing priorities

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- Outstanding written and verbal communication skills
- Excellent organizational and administrative skills with attention to detail
- 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: May 27, 2019**

**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.*