

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 Assistant II (Competition #107.19)** exists in the Women's College Research Institute, reporting to Dr. Simone Vigod.

The Research Assistant (RA) will function as an RA in the mental health research program, and will assist with several peer-review funded projects (e.g., CIHR). The individual will work closely with and assist Dr. Vigod and study team members in research and program administrative tasks, on multiple research studies (including clinical research) that mainly focus on the design and evaluation of health system solutions to optimize healthcare and its delivery for women with mental illness and their families.

Summary of Duties, but not limited to:

- Assists in the coordination of activities of the research study protocols and the establishment and maintenance of operating policies and procedures, such as:
 - Supporting Dr. Vigod and other study/project team members in research related administrative tasks
 - Collecting participant data
 - Conducting participant recruitment
 - Gathering informed consent from participants
 - Performing data entry, chart reviews and quality control as needed
 - Maintaining regulatory documents
 - Acting as a primary contact person for research participants
 - Assisting in the preparation of submissions to the Research Ethics Board
- Administering MINI and SCID mental health questionnaires as per study protocol
- Reporting mental health safety concerns to PI as per protocol, if applicable
- May participate in review of data collection strategies
- Provides assistance with the modification and maintenance of electronic and paper information, filing/ retrieval methods, systems and/or formats
- Develops and/or maintains project databases and schedules as required
- Works with relevant partners involved in the project from various organizations
- Schedules and attends research meetings, including preparing agendas and meetings minutes
- Conducts and synthesizes literature reviews
- Assists with submission of manuscripts to scientific journals, including creating tables, figures, proof reading, preparation of cover letter, coordinating documents to sign, electronic submission
- May assist with grant writing and submissions; prepare forms, budgets, appendices and other documents as required
- May perform computer statistical analysis
- Assists with day to day administrative tasks which may include scanning, photocopying, 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.

EMPLOYMENT OPPORTUNITY

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Undergraduate degree in a related field, Master's degree preferred
- 3 years relevant work experience, working in a research environment and/or an academic hospital
- Strong skills in MS Office (Word, PowerPoint, and Excel) required; MS Outlook also preferred.
- Experience working with patients representing vulnerable populations
- Experience with basic statistical methods and analysis preferred
- Demonstrated strong independent working and multitasking skills
- Ability to work well in a deadline-oriented and team-based environment
- Excellent communication (written and verbal) skills
- Excellent organizational and administrative skills with attention to detail
- Interest in contributing to integrated knowledge translation process to improve health system quality
- 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 6, 2019

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.15)

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.