

# 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.

The **Women's College Hospital Institute for Health System Solutions and Virtual Care (WIHV)** aims to improve health by working to develop, implement and evaluate new models of care and new policy approaches. Our philosophy is to engage and collaborate with all players in health care to deliver tangible solutions that improve the health system as a whole. Our goal is to inspire innovation and enable Ontario's most promising leaders to transform their ideas into practical, scalable solutions.

An exciting temporary full-time (approximately once year) opportunity as a **Research Assistant (Competition #288.18)** exists in the **WCH Institute for Health System Solutions and Virtual Care (WIHV)**, reporting to the Principal Investigator.

## Summary of Duties, but not limited to:

- Assists with the day to day tasks involved in a research program focused on innovations in the home and community care sector:
  - Conducts literature reviews
  - Assists the Principal Investigator (PI) and Project Manager with research ethics application processes including: managing the application process, submitting applications, managing amendments to those applications.
  - Performs qualitative data collection, maintenance and assists with analysis including but not limited to:
    - Supports and maintains web-based surveys
    - Supports informal interview processes
- Assists with drafting of briefing notes and manuscripts
- Assists PI and Project Manager in operations related to the conduct of the research studies
- Schedules, organizes and attends stakeholder engagement meetings and policy forums
- Takes part in opportunities to assist with presentation of research findings to stakeholders and academic communities

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:

- An undergraduate degree in social sciences, health sciences and/or other related discipline; Master's degree in a related field considered an asset
- Interest in health policy, home and community care sector, or health systems
- Some research assistant experience, including experience with data collection
- Basic quantitative and/or qualitative data analysis experience considered an asset
- Experience working with and maintaining web-based surveys

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- Demonstrated strong independent working, and multitasking skills
- Ability to work well in a deadline-oriented and team-based environment
- 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: Friday October 26, 2018**

Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number 288.18 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 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.*