



## HSPRN Research Assistant

**Job Description:** In this position, the incumbent will provide support in research dissemination (70%) as well as in coordinating various tasks undertaken by the research network (30%). The HSPRN Research Assistant will research published literature and web sources and write summaries where needed that will aid the Research Staff and Investigators in preparing manuscripts and summaries for publications and knowledge translation. He/she will help to coordinate activities for an ongoing program evaluation and will manage the administration of a patient experience survey. In addition, he/she may assist either the Research Project Manager or Senior Research Associate in data collection and organization for program reports, events management, as well as in the daily operations of the research network.

The HSPRN is an inter-organizational network of over 40 scientists, graduate students, policy makers and health organizations focused on measuring and improving health system performance in Ontario:

- Focus on innovative practice that improves care, cost burden and outcomes for individuals
- Working with providers and policy makers to put innovative models in practice
- Disseminate knowledge through seminars, newsletters, peer-reviewed publications and special symposia

**Learning Experience:** This is an ideal position for individuals in their early years of graduate studies with an interest in health services research (HSR). This is a great opportunity to gain experience with data collection and research writing from a variety of HSR investigators and topics, knowledge translation dissemination and to gain skills needed in graduate and/or professional studies and in the academic workplace. HSPRN fosters a learning environment and a main focus of the network is training students to be tomorrow's investigators. This position will also expose the incumbent to an academic team environment, graduate student experiences and HSR across sectors.

### **Job Details:**

The HSPRN Research Assistant will be responsible for the following:

#### *Research (70%)*

- Data collection and reporting for a patient experience survey
- Conduct literature searches;
- Review, edit and summarize articles and manuscripts;
- Assist with ethics approvals/renewals for research projects
- Assist with Accreditation for Continuing Medical Education Seminars;
- Attending Team and graduate student project meetings and contributing ideas for research dissemination

#### *Coordination (30%)*

- Coordinate and manage data submissions, survey administration, and data reporting for a program evaluation
- Collect and organize program-related data from a wide-variety of network members and stakeholders;

Please email your Cover Letter & CV to: [Jessica.goncalves@utoronto.ca](mailto:Jessica.goncalves@utoronto.ca)

Job Posting will be open until Tues, July 18, 2017.



- Assist in coordination of activities for various network research projects;
- Assist in knowledge translation activities and events (help prepare, set up and distribute learning materials);
- Assist in the daily operations of the program (organize program records, edit communications, write and update information on the web and social media keeping HSPRN relevant).

**Qualifications:**

- Basic understanding of research processes;
- Experience in literature search is necessary;
- Excellent oral communication skills;
- Excellent writing skills;
- Willingness to work in a team environment;
- Sound judgement and initiative to complete responsibilities independently when required;
- Very strong organizational skills;
- Ability to set priorities and to handle a variety of tasks simultaneously;
- High proficiency in Microsoft Office Suite (Word, Excel, Powerpoint);
- Experience in an academic/research environment (preferred).

**Relationships:**

Reports to: Principal Investigator (Dr. Walter Wodchis)

Supervised by: Research Project Manager (Jessica Della-Schiava)

**Hiring Rate:** Compensation will commensurate with experience.

**Schedule:** This is a full time 12 month term position commencing August 2017.