# JOB POSTING

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Research Assistant</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Patient, Caregiver and Public Engagement</td>
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<td>Reports To:</td>
<td>Director, Patient, Caregiver and Public Engagement</td>
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<tr>
<td>Location:</td>
<td>Home Office</td>
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<tr>
<td>Number of Positions:</td>
<td>1</td>
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<tr>
<td>Status:</td>
<td>Temporary Part-time (4 month contract for 22.5</td>
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<td>hours per week over 3 days per week)</td>
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<tr>
<td>Posting Period:</td>
<td>July 26 to August 11, 2017</td>
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<tr>
<td>Competition Number:</td>
<td>2017-100</td>
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Health Quality Ontario (HQO) is the provincial advisor on the quality of health care in Ontario, evaluating the effectiveness of health care technologies and services, providing evidence-based recommendations, reporting to the public on the quality of the health system, and supporting the spread of quality improvement throughout the system.

## THE OPPORTUNITY

Health Quality Ontario is building an exciting team to support our vision for improving the quality and impact of patient engagement across our health care system. Health Quality Ontario is looking for a **Research Assistant** to join the patient engagement team.

Reporting to the Director, Patient, Caregiver and Public Engagement, and working closely with the Patient Engagement Knowledge Transfer Specialist, the Research Assistant is responsible for contributing to the Patient Engagement Team’s underserved communities knowledge transfer project. Individuals and families from lower income households are the focus for this project, acknowledging that low income is a cross-cutting theme across many underserved communities. The successful candidate will be responsible for collecting, synthesizing and helping form dissemination strategies for the best available evidence on the engagement of individuals and families from lower income households for the purposes of health system improvement. Expected outputs of this project include, an analysis report on the current state of knowledge in this area, a toolkit containing resources and tools to help guide engagement, and a draft article for peer-review publication.

## WHAT CAN I EXPECT TO DO?

### Research

- Develop and execute a scoped search strategy to source information on a particular topic area (i.e. choosing search terms, sources of information)
- Conduct literature reviews and environmental scans of a variety of information sources (medical journals to grey literature using PubMed, CINAHL, SSRN, SCOPUS )
- Apply research evaluation skills to identify valid and reliable key sources of information
- Reach out to key stakeholders and knowledge holders to collect information to supplement literature reviews (i.e. through phone, email and face-to-face contact)
- Synthesize large amounts of information in a concise way, and organize the various sources of information in an easy to access format
- Employ academic referencing guidelines such as APA or Vancouver style
- Produce an academic article and other information products as necessary
**Development of Toolkit**

- Using results of research and environmental scan to collate available resources into a toolkit
- Writing accompanying toolkit text in a lay language
- Consulting with design and creative team to produce a toolkit draft

**Administrative Tasks**

- Keep a record of work completed, as well as methodological notes on the process being used
- Attend team meetings on an ongoing basis

**HOW DO I QUALIFY?**

To be considered for this opportunity, you will have:

**Education:**

An Undergraduate degree in a Health or Social Sciences Related Discipline (Health Sciences, Health Policy, Social Work, Equity, or similar sub-discipline) with research experience. Masters degree preferred.

**Experience:**

- Experience conducting literature reviews and environmental scans of a variety of information sources (medical journals to grey literature)
- Skills with research evaluation to validate reliable key sources of information
- Experience reaching out to key stakeholders and knowledge holders to collect information to supplement literature reviews
- Ability to synthesize large amounts of information in a concise way, and create academic-language materials
- Ability to organize tools and resources in an easy to access format and create lay-language material
- The candidate should possess a strong knowledge of the social determinants of health. Candidates with a background or interest in health equity and community/patient engagement are preferred.

**Technical Skills:**

- Strong computer skills, including the MS Office suite (Word, Excel, Outlook) and academic journal search engines (PubMed, CINAHL, SSRN, SCOPUS)
- Experience using academic referencing guidelines such as APA or Vancouver style

**Key Competencies:**

- Knowledge of the research process and how to execute literature reviews, keep track of methods, and articulate results and implications
- Strong organizational skills
- Good knowledge of online academic journal databases and search strategies
- Proven ability to respond to a wide variety of issues and deal with unclear situations and conflicting demands.
- Excellent judgment in setting priorities, identifying issues and determining action required; adept at balancing major concurrent tasks and projects.
- Proficiency in MS Office Suite in particular Outlook, Word, PowerPoint and Excel; strong organization skills.
- Ability to work autonomously to determine work objectives and can work in a self-directed manner as defined within the overall context of the project plan.
- Ability to write clearly and concisely for multiple audiences

**Key Organizational Competencies:**

- **Think Strategically.** Able to relate the theory and practice of strategies that support, implement and drive relevant HR principles and best/leading practices.
- **Develop People.** Exhibits a commitment to developing others. Demonstrates outstanding team building to build a high functioning and high performing team.
• **Act as one organization.** Works cooperatively in teams, harnessing the best out of team members, and resolving conflicts. Maintains a strong presence as a leader.

• **Nurture partnerships and relationships.** Able to develop, cultivate and leverage positive working relationships and partnerships, both internally and externally. Values diversity and demonstrates respect for others.

• **Build credibility** through commitment to ethical behaviour. Exercises sound judgement and is decisive, including confidential/sensitive situations where the use of discretion is required.

• **Being Agile** by proactively shaping and thriving in complex and changing environment.

Qualified applicants are invited to submit a covering letter and resume to HQOREs@hqontario.ca by 4:30 p.m. on the closing date, quoting the above competition number as well as your name. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

**Health Quality Ontario** is committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Should you require accommodations during the recruitment and selection process, please contact Human Resources.

For additional information on Health Quality Ontario, please visit our website at [www.hqontario.ca](http://www.hqontario.ca).