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JOB POSTING

Position Title:	Research Associate
Department:	Patient, Caregiver and Public Engagement
Reports To:	Director, Patient, Caregiver and Public Engagement
Location:	Home Office
Number of Positions:	1
Status:	Temporary Part-time (4 month contract for 22.5 hours per week over 3 days per week)
Posting Period:	July 28 to August 14, 2017
Competition Number:	2017-101

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 Associate** 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 Associate is responsible for contributing to the development of an educational strategy on patient engagement for Health Professionals. The practice of patient engagement is becoming more widespread in Ontario and requests for capacity building in this area are on the rise. One such way to build knowledge and capacity for patient engagement is by building patient engagement into the curriculum of health professional training programs (e.g. medical, nursing, allied health and health administration programs). However, little is known about the current state of patient engagement curricula in existing health professional training programs in Ontario. The successful candidate for this role will be responsible for conducting an extensive environmental scan on the current state of health professional education in patient engagement. This role will also involve drafting a strategy to move forward, addressing the gaps in curriculum in this area, potential organizations to partner with, our potential role and a general curriculum outline.

WHAT CAN I EXPECT TO DO?

Research

- Develop and execute a scoped search strategy to source information on the current state of patient engagement curriculum in health professional training in Ontario (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)
- 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 interviews, through email contact and/or in person)
- Synthesize large amounts of information in a concise way, and organize the various sources of information in an easy to access format
- Produce a recommendation for the curriculum outline for health professionals on patient engagement

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:

Undergraduate degree in related field. Professional degree in health curriculum development or equivalent experience preferred

Experience:

- 2 years' experience in conducting or contributing to health curriculum development
- A strong background in adult or health professional education and curriculum development
- 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 to organize the various sources of information in an easy to access format
- Strong communication skills (written and oral) with the ability to create both scientific and lay language materials

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
- Strong knowledge of curriculum development and adult/health professional education
- 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.