

## **Casual Research Assistant– Medical Education Research**

### **Position Overview**

The Research Lead of the Office of Postgraduate Medical Education in the **Cumming School of Medicine** invites applications for a 0.5 FTE **Research Assistant**. This Casual position is for approximately 12 months (based on length of grant funding), with the possibility of extension.

This position reports to Research Lead, Office of Postgraduate Medical Education.

This research will involve working on several projects. This will involve ongoing study of research related to resident physician wellness, fatigue and learner advocacy.

This is a part-time position working up to 8 hours per week. Salary: \$20-\$25/hour.

### **Position Description**

**Summary of Key Responsibilities** (job functions include but are not limited to):

- Contribute to, understand and adhere to the study protocols and procedures
- Coordinate with the Project Team to ensure that research activities are conducted as required to meet Program milestones
- Assist investigators with the preparation of documents for ethics submission (ethics applications, consents, protocols, study progress updates)
- Assemble study specific source documents and prepare study reports to ensure documentation is maintained to meet research timelines and budget
- Conduct recruitment of potential study participants including obtaining consent, data collection (i.e. semi-structured interviews and focus groups)
- Adhere to ethical conduct and privacy requirements at all times
- Ensure regular communication across the study teams
- Assist the research team in the preparation of research publications, to be submitted to peer-reviewed journals
- Assist in the production of dissemination materials such as conference presentations and posters, educational materials and other forms of knowledge transfer and exchange resources for scientific and lay audiences, as necessary
- Coordinate and support stakeholder meetings, as required
- Attend project meetings, as required
- Other related duties, as may be required

### **Qualifications / Requirements:**

- Post-secondary education, Masters degree preferred in medical education, health services research, epidemiology, public health, social sciences or health-related field
- Minimum 2 years of related health services research coordination experience required

- Experience communicating and working with vulnerable populations required
- Strong project coordination and leadership skills
- Valid Driver's license
- Intermediate to advanced skills in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint), Internet skills
- Advanced skills in statistical software programs (eg. SPSS, STATA)
- Excellent interpersonal and organizational skills
- Demonstrated ability for professional report writing.
- Knowledge of research ethics and regulations for granting agencies (eg. Tri Council)
- Strong communication, organizational, time management and problem solving skills
- Ability to work independently
- Must have a thorough understanding of qualitative and quantitative data collection requirements, analysis and methodologies
- Must be able to work independently and with a team
- A rich understanding of working with vulnerable populations
- Research experience, understanding the Ethics protocol and how to protect privacy of all research participants

**Application Deadline:** November 30, 2019

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