

Position Title:	Regional Coordinator, Ottawa Practice Enhancement Network
Position Type:	Full time, 37.5 hours/week (1.0FTE)
Term:	Contract – 1 Year with possibility of renewal
Job Location:	Bruyère Research Institute, 85 Primrose Avenue
Salary Range:	\$31.84-\$36.30/hour

The Bruyère Research Institute (BRI) partners with Bruyère Continuing Care (Bruyère), the University of Ottawa and other stakeholders to conduct relevant and practical health sciences research related to improving the quality of life for the population.

Main duties and responsibilities:

Under the direction of the Director of the Ottawa Practice Enhancement Network (OPEN), the incumbent's key areas of responsibilities include research project management and coordination for a practice-based research network (PBRN) initiative with a multidisciplinary team, including the recruitment of participating medical practices, managing quality improvement projects in a clinical environment, preparing and submitting research ethics application, publications and project support material.

This job description is not exhaustive. Additional duties may be added as the projects progress.

Required Competencies:

- The ideal candidate will have a PhD or Master's Degree in Health Sciences or related discipline, supplemented with three to five years of related research experience - equivalent combinations of education and experience will be considered.
- Excellent facilitation and change management skills with demonstrated leadership skills in implementing a rigorous and structured approach to quality improvement (QI) projects/initiatives in a medical practice environment.
- Experience in managing large databases and spreadsheets with strong statistical analysis, data interpretation and writing skills demonstrated by substantive contributions to publications in peer reviewed journal articles and/or presentations at academic conferences.
- Strong coordination and project management skills including in-depth knowledge of quality improvement (QI) project and the preparation of supporting documentation (change management workplans, etc.).
- Advance proficiency in the use of the Microsoft Suite (Word, Excel, Power Point, Outlook), statistical software (Excel, SPSS), literature management software (EndNotes), Adobe software and web-based functionality.

- Ability to work independently with minimal supervision, and as a member of a team collaborating with a multi-disciplinary research team, clinical experts and departmental administrative staff.
- Advanced proficiency in English and French verbal and written communication, including the ability to communicate effectively with people in all levels of health care, government and academia.

Position key competencies:

- **Planning:** Ability to organize own work and priorities with minimal supervision, work well under pressure and meticulous attention to details.
- **Communication:** Ability to solve problems requiring tact, diplomacy and discretion and handling of confidential information.
- **Initiative:** Demonstrate creativity and initiative to suggest improvements and encourage positive results. Is proactive and self-starting. Show availability and willingness to go above and beyond whenever it is possible.
- **Teamwork and Cooperation:** Cooperate and work well with other members of the team to reach common goal(s). Accept and give constructive feedback.
- **Flexibility:** Ability to adapt to a changing work environment.

All applicants must clearly indicate that they meet the qualifications, include copies of their degrees and certification if applicable, a recent CV, and a cover letter to Sylvie Forgues-Martel: sfmartel@uottawa.ca no later than Thursday, October 31, 2019.

We thank you for your interest in this position, however; only those chosen for an interview will be contacted.