

Job Title: Research Analyst
Job Type: Temporary Full-Time Contract
Number of Positions: 1
Duration: 1 year
Reporting to: Marina Wasilewski & Sander Hitzig
Platform: Evaluative Clinical Sciences

St. John's Rehab is a free-standing rehabilitation hospital that is part of the Sunnybrook Health Sciences Centre and affiliated with the University of Toronto. St. John's Rehab is dedicated to rebuilding the lives of adults recovering from stroke, limb loss, trauma, burns, cardiac events and musculoskeletal injuries through the provision of inpatient and outpatient services. As an academic organization, we contribute to the advancement of rehabilitation science through research that optimizes the psychosocial well-being of patients, families, and healthcare providers.

Job Description

The St. John's Rehab Research Program currently has an opening for a Temporary Full-Time Research Analyst to help build our team. The contract is for one year with the possibility of renewal. The Research Analyst will work closely with Dr. Marina Wasilewski and Dr. Sander Hitzig to support the growing research portfolio of St. John's Rehab. This portfolio includes research with older adults, limb loss communities, traumatic injury survivors, and people recovering from COVID-19. Areas of research include peer support programming, compassionate telemedicine, psychosocial rehabilitation, and community care.

We are seeking a highly motivated individual with strengths in qualitative health research, and familiarity with quantitative and literature review methods. The ideal candidate will have experience with qualitative interviewing, qualitative data analysis and management of systematic/scoping reviews. Additional experience with survey-based data collection and analysis are considered assets.

Summary of duties include (but not limited to):

- Assisting with the day-to-day operations of ongoing qualitative and survey studies, including:
 - Preparing ethics applications
 - Liaising with patients and their families and other stakeholder groups (e.g., clinical staff, decision-makers, etc.), to arrange research assessments and interviews.
 - Liaising with other investigators and study staff to facilitate recruitment and ensure the consistency and quality of all study procedures
 - Conducting participant recruitment/enrollment and informed consent processes
 - Monitoring project requirements in order to ensure that data and procedure flow are in accordance with study protocols.

- Maintaining ongoing records for subject tracking and assessment records in an organized manner that is easily accessible by the appropriate research faculty and staff
- Performing data collection, maintenance, and analysis
- Supporting literature reviews (e.g. scoping, systematic, meta-analysis)
- Scheduling and attending research meetings, including preparing agendas and meeting minutes

QUALIFICATIONS:

- At minimum, completion of a Master's degree in health sciences and/or relevant field.
- At least one (1) year of clinical/trial coordination experience and/or one (1) year of research experience or training is preferred
- Well-developed qualitative interviewing and analysis skills
- Experience with conducting/managing literature reviews (e.g. scoping, systematic, meta-analysis).
- Demonstrated effective written and verbal communication, critical thinking, and interpersonal skills
- Demonstrated strong independent working and multitasking skills
- Ability to work well in a deadline-oriented and team-based environment with competing priorities
- Excellent organizational and administrative skills with attention to detail
- Excellent presentation and facilitation skills
- Knowledge of medical terminology in the areas of rehabilitation is considered an asset
- Previous word-processing, database and spreadsheet software experience, in a Microsoft Office environment, including Excel, Word, PowerPoint and Electronic Patient Record Databases
- Knowledge of ICH/GCP regulations and guidelines
- Ability to produce high quality work in accordance with Hospital standards
- Ability to work well under pressure and use good judgment to assess and respond to difficult situations
- Ability to maintain confidentiality and strong knowledge of clinical ethics regulations
- Comprehensive knowledge of hospital organizational/office practices, procedures and standards
- Experience working in a health care, scientific or research environment preferred.
- Must be flexible to work Monday to Friday from 8:30 am to 4:30 pm. This will be an on-site position pending pandemic conditions.

Deadline for applications: May 25, 2022

Applications can be sent to Dr. Sander Hitzig at sander.hitzig@sunnybrook.ca