



Roger Neilson House is an eight-bed, pediatric palliative care hospice in Ottawa committed to easing the distress of children and families. We are currently looking for a dynamic, innovative and flexible professional who is interested in working with our team to meet the needs of the children and families we serve.

Position: Permanent Part-Time [0.4FTE] Research Assistant

Salary Range: \$21.42 - \$26.04

TITLE: Research Assistant

REPORTS TO: Manager, CHEO Palliative Care and Roger Neilson House

Roger Neilson was well known for his generosity, humanity, sense of humour, compassion and love of children. These values, as well as the following, will govern our daily work with families, community and each other: Respect, Family focused care, Collaborate, Innovation, Excellence, Learn, and Celebrate. All Roger Neilson House employees will incorporate these values when working with our team, our patients, families, and all of our stakeholders.

SUMMARY:

The Research Assistant assists with day to day researcher tasks at Roger Neilson House / CHEO Palliative Care Team and will be involved in priority projects as the House's research agenda and priorities evolve. This includes supporting the House services related to the implementation and evaluation of evidence-informed practices. The Research Assistant will be involved in supporting and conducting activities including, but not limited, to the creation and maintenance of research files, the collection, scoring and coding of research information, and the maintenance of databases.

CORE RESPONSIBILITIES:

Characteristic responsibilities include:

- Assist with the day-to-day tasks associated with research that will be carried out at Roger Neilson House and CHEO Palliative Care Team
- Actively participate in priority research projects for the Centre as assigned.
- Perform literature searches and summarize articles
- Create and maintain research and project files
- Prepare reports to summarize information requested
- Consult with internal research/evaluation specialists to verify and further identify practices based on best evidence
- Assist in research database design and be responsible for the maintenance of research databases
- Populate the Centre's research databases with research findings and share results with internal researchers
- Perform basic statistics and prepare summary data results



- Assist in the preparation of posters and public presentations
- Responsible for patient recruitment including screening and obtaining informed consents.
- Responsible for the creation and maintenance of research files according to study guidelines
- Responsible for the collection, scoring, and coding of research information.
- Responsible for future training with respect to scoring and coding systems.
- Perform various administrative duties.
- Perform work in accordance with the provisions of the Occupational Health and Safety Act and Regulations and all CHEO corporate/departmental policies and procedures related to Occupational Health and Safety
- Perform other related duties as assigned by supervisor.

EDUCATION/EXPERIENCE:

- Police Record Check (PRC) (Essential)
- College or University undergraduate degree in a health related field (Essential)
- Minimum 1 years research experience (Essential)
- Understanding of research design, procedures, guidelines and standards governing clinical research including Personal Health Information Protection Act (Essential)
- Data management experience (Essential)
- Proficiency in computer skills (Microsoft Office) (Essential)
- Excellent communication (verbal and written), interpersonal and organizational skills (Essential)
- Demonstrated collegiality, professionalism and team skills (Essential)
- Ability to respond to study-related issues during office hours (Essential)
- Demonstrated initiative, flexibility, and ability to work independently (Essential)
- Experience in measurement of Quality of Life, Palliative Care, Complex Medical Care, Bereavement care (Preferred)
- Familiarity with statistical software (SPSS) (Preferred)
- Bilingual (French and English) (Preferred)
- Knowledge base in palliative medicine (Preferred)
- Familiarity with research design, process and conduct (Preferred)

Interested and qualified candidates are invited to forward a resume and cover letter in confidence to:

Attn: Helen Yoxon, Manager, Roger Neilson House

399 Smyth Road, Ottawa ON, K1H 8L2, fax (613) 523-3617 or by email to: info@rogerneilsonhouse.ca

Should the applicant require any accommodations during the application process please notify the Manager of Roger Neilson House as per the Accessibility for Ontarians with Disabilities Act.

Roger Neilson House thanks all applicants for their interest, however, only those candidates who meet the requirements for an interview will be contacted.

Posting Date: May 13, 2019

Closing Date: May 24, 2019