
About The Centre for Effective Practice

The Centre for Effective Practice is one of the largest independent knowledge translation organizations for primary care in Canada. We bring together knowledge, evidence, expertise, and resources to ensure frontline providers have the information they need to deliver high-quality care and improve patients' health outcomes. In Ontario alone, our work reaches over 18,000 healthcare providers each year through established relationships with key organizations, medical schools, colleges, and associations.

As a federal not-for-profit organization, our objective is to identify barriers to optimal practice and produce practical solutions to address these barriers. We achieve this through the development of evidence summaries and clinical toolkits, quality improvement planning, and implementing various knowledge translation interventions including provider education, academic detailing, and integration of evidence into decision support systems. To design and execute effective approaches to improve care, we base our efforts on the highest quality clinical and implementation evidence.

Position: Information Services Coordinator

As an information services coordinator, you will be responsible for working with the CEP team across all aspects of a project, with a focus on establishing a strong evidence base using your information specialist expertise. With strong interpersonal and project coordination skills, you will be a key member of our team, supporting provincial and national level projects with the goal of delivering every project on time, within budget and within scope. Candidates should have a strong desire to learn, a passion for improving health care, and foundational experience in supporting a team and/or projects.

For more information about CEP's Information Services, visit <https://cep.health/insights/how-medical-librarians-are-integrated-into-ceps-services/>

General Responsibilities: Project Coordination

- Coordinates projects as part of a project team (involved in every aspect of large projects including development, implementation and follow-up);
- Completes and maintains appropriate project documentation;
- Interfaces with internal and external stakeholders in support of the project such as expert panels, committees and team meetings;
- Responds to general information requests;
- Coordinates, where required, CEP's scheduling and events including client meetings, team meetings, focus groups, conferences, workshops, room bookings, food and beverage, audio visual resources, room set-up , etc.
- Organizes and attends meetings, prepares and disseminates minutes;
- Manages electronic databases and files, and looks for ways to improve content management process and practices to meet changing business and client needs.

Specific Responsibilities: Information Science

- Coordinates aspects of the literature review process, including literature searching, retrieval, selection, summarizing and dissemination of material;
- Conducts database and internet literature searches for clinical practice guidelines and other health literature on a variety of clinical and/or research topics;

- Appraises and makes recommendations regarding the methodological quality of published literature using appropriate criteria or tools (e.g. AGREE II Instrument, AMSTAR, etc.);
- Develops search strategies for clinical topic areas in conjunction with CEP Medical Advisors/Clinical Leads, and maintains record of past strategies;
- Develops evidence tables for use in projects;
- Works with senior leadership to design and implement policies and templates to ensure a structured literature search and review process;
- Provides support to CEP Staff on project specific needs as they pertain to the search, review, endorsement and creation of evidence-based information.

Qualifications

- Master's degree in library/information science with a minimum of 2 years related experience
- Experience designing and conducting targeted academic database searches (e.g. using MEDLINE, CINAHL, PubMed, etc.) and grey literature searches
- Experience contributing to or coordinating clinical, epidemiological and/or health services research projects and/or experience in health planning and decision support
- Excellent communication skills, both oral and written
- High level of maturity and confidence in interacting with wide variety of internal and external clients including health care professionals
- Strong organizational skills, including prioritization, meeting deadlines and budgeting
- Comfort working in a dynamic environment and dealing with ambiguity
- Independent, self-motivated and professional
- Detail oriented
- Excellent computer skills including proficiency in Microsoft Office
- Able to work flexible hours when required

Salary range: Commensurate with experience

Closing date: This is a call for applications that will remain open until the position is filled

Location: The CEP is located in Toronto, Ontario. Due to COVID-19, remote work is currently required.

Term: Full time, 1 year contract with possibility of extension

Start date: Immediate

If interested, please send a resume and example of a literature search strategy to kelly.lang.robertson@cep.health with the subject line "Re: Information Services Coordinator Position"

Only short-listed and/or successful candidates will be contacted by The Centre for Effective Practice. Thank you in advance for your interest.