
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: Project Manager, Information Services

As a project manager of information services, the successful candidate will take on a leadership role with project teams and clients in assigned work with a specific focus on establishing a strong evidence base for knowledge translation activities, overseeing information collection and synthesis, and supporting the delivery of quality care in various clinical settings (e.g., primary and acute care). With strong interpersonal and project management skills, the successful candidate will be a key member of the team, supporting provincial and national level projects with the goal of delivering every project on time, within budget and within scope. The nature of CEP's work requires an individual who is able to work on multiple projects in a fast-paced work environment with competing deadlines. This is a mid-senior level position within the organization. CEP is looking for a candidate with strong management skills and with the experience working in health care necessary to understand the needs of our clients and design solutions that build from best practice.

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

Responsibilities

- Takes a leadership role in the design and execution of projects including defining project scope and objectives, maintaining project documentation such as workplans, and revising as appropriate to meet changing needs and requirements.
- Provides timely, high-quality health research and analysis using a variety of academic sources (PubMed, CINAHL, MEDLINE, etc.) and grey literature.
- Advises project teams and clients on appropriate methods for finding information, and designing search strategies to meet project needs. Evaluates, analyzes and summarizes information gathered from a wide variety of sources into succinct findings such as evidence summaries and project reports.
- Establishes and maintains strong internal and external relationships with clinical leads, working groups, associations, partners and key stakeholders.
- Contributes to the design and implementation of policies, templates and licensing agreements to ensure a structured and consistent literature search and review process.
- Develops and manages project budgets and allocates funds in collaboration with the project lead.

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- Oversees and contributes to the development of final deliverables including reports, presentations, etc.
 - Builds relationships with CEP colleagues, and government and healthcare representatives to remain current on industry best practices and emerging issues and trends.
 - Provides support to CEP staff on project-specific needs as they pertain to the search, review, endorsement and summary of evidence-based information.
 - Contributes to all other duties related to project completion as required.

Qualifications

- Master's degree in library/information science with a minimum of 3 years related experience
- Experience leading or coordinating clinical, epidemiological and/or health services research projects and/or experience in health planning and decision support
- Experience designing and conducting targeted academic database searches (using PubMed, CINAHL, MEDLINE, etc.) and grey literature searches
- Understanding of the Canadian healthcare system or experience in Canadian healthcare organizations
- Strong organizational skills, demonstrated through involvement in multiple projects with competing priorities
- Comfort working in a dynamic environment and dealing with ambiguity
- Ability to work flexible hours when required

Salary range: Commensurate with experience

Closing date: June 1, 2022

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

Terms: Full time, permanent position

Start date: Immediate

Please submit cover letter and resume to Kory Martin (kory@yourh2r.com), subject line "CEP – Project Manager, Information Services."

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