

Coordinator, Information Services

The Centre for Effective Practice (CEP) is one of the largest independent knowledge translation organizations for primary care in Canada. It brings 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. The CEP's objective is to identify barriers to optimal practice and produce practical solutions to address these barriers. Examples include: clinical practice guideline review and adaptation, evidence summaries, clinical toolkits, patient-focused material, quality improvement planning and various knowledge translation interventions including provider education, academic detailing and integration of evidence into decision support systems.

As a coordinator, you will support the general operational needs of the CEP and clients, and provide project support by establishing a strong evidence base using information specialist skills. 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 developing deliverables on time, within budget and within scope. Candidates should have a strong desire to learn, a passion for improving health care and foundational experience supporting a team and/or projects.

General responsibilities: project coordination

- Coordinate projects as part of a project team (involved in every aspect of large projects including development, implementation and follow-up)
- Complete and maintain updated project documentation
- Interface with internal and external stakeholders to support the project such as expert panels, committees and team meetings
- Respond to all general information requests
- Coordinate/provide event support for focus groups, conferences, workshops, room bookings, food and beverage, audio visual resources, room set up, etc.
- Organize and attend meetings, prepare and disseminate minutes
- Manage electronic database and files, and find 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
- Works with senior leadership to design and implement policies and templates to ensure a structured literature search and review process
- Conducts database and internet literature searches for clinical practice guidelines or other literature on a variety of clinical and/or research topics
- Evaluates and assesses on Guideline rigour of development and makes recommendations regarding quality (using AGREE II Instrument)
- Develops search strategies for clinical topic areas in conjunction with CEP Medical Advisors/Clinical Leads and maintains record of past strategies
- Develops guideline evidence tables for use in projects
- Provides support to CEP Staff on project specific needs as they pertain to the search, review, endorsement and summary creation of evidence-based information

Qualifications

- Master's degree in library/information science or equivalent with a minimum of 2 years' related experience
- Experience designing and conducting targeted academic database searches (using Medline, Pubmed, etc.)
- 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 interacting with wide variety of internal and external clients including healthcare professionals
- Thrives in cross-functional team environments
- Results oriented
- Strong organizational skills, including involvement in multiple projects, prioritization, meeting deadlines and budgeting
- Comfortable working in a dynamic environment and dealing with ambiguity
- Independent and self motivated
- Demonstrate professionalism at all times
- Ability of work well under pressure
- Must be detail oriented
- Excellent computer skills including proficiency in Internet use and research, Word, Excel and PowerPoint
- Able to work flexible hours when required

This is a wonderful opportunity to work in a unique professional and health-focused environment that is also entrepreneurial and collegial.

Salary range: Commensurate with experience

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

Location: Toronto, Ontario

Terms: Full-time, 1-year contract with possibility of extension

Start date: Discretion of CEP

If interested, please send a CV and an example of a literature search strategy to info@cep.health with the subject line "Re: Information Services Coordinator"

Thank you in advance for your interest.