PLANNING, PROGRAMMING AND RESEARCH OFFICER – 1565
(temporary 0.6 FTE)

Directorate : Department of Nursing
Program or Service: McGill Nursing Collaborative
Line Manager : Christina Clausen, Site Coordinator - Jewish General Hospital

NATURE OF THE FUNCTION

Person responsible for activities that provide the McGill Nursing Collaborative for Education and Innovation in Patient and Family-Centered Care with assistance in the development of various initiatives. She/he has experience with professional development and nursing practice. She/he conducts research activities that involve identifying and evaluating initiatives, determining resources and assessing needs of participants and or programs. She/he designs, proposes plans and assists in managing various initiatives. She/he supports the implementation or improvement of programs and/or activities through evaluation results and their expertise. She/he may participate in various teaching and training activities.

The McGill Nursing Collaborative is a donor-supported initiative aimed at advancing nursing education, research and practice at McGill, particularly in enhancing cooperation between its three founding partners, the McGill University Health Centre, the Jewish General Hospital (university hospital affiliated with McGill) and the McGill University Ingram School of Nursing. The partners established joint strategic priorities and formed management and coordination committees to align their clinical research, nursing research and teaching interests. They developed and implemented more than 25 projects involving over 1,000 nurses around several key themes: 1) developing clinical skills, 2) leadership and mentorship, 3) e-learning, and 4) communication and knowledge transfer.

JOB DESCRIPTION

Reporting to the coordinator of the Jewish General Hospital Collaborative site, the selected candidate will actively contribute to furthering the Collaborative’s mission by conducting research and analysis activities as well as knowledge transfer and application on an ongoing basis to support the Collaborative in implementing its projects.

The candidate’s main task will be to assist the coordinator of the JGH Collaborative in carrying out specific mandates and projects.
The candidate will contribute their training, knowledge of research methods, organizational analysis, statistical and qualitative methods and ability to collect and summarize information to actively participate in developing a research culture and encouraging knowledge sharing and application.

Using evidence-based knowledge, managers' and healthcare professionals' expertise and user’s experiential knowledge, the candidate will support and assist the Collaborative initiatives. The candidate will foster innovation by researching and implementing new approaches, services and tools tailored to the Collaborative’s specific needs.

More specifically, the candidate will have to:

- Conduct literature searches and summarize literature, provide written recommendations/reports based on literature search
- Draft, revise and submit research protocols to ethics committees and funding agencies as needed.
- Seek out funding, conference and publication opportunities to facilitate knowledge translation of Collaborative initiatives
- Draft and revise manuscripts, conference posters, PowerPoint presentations related to Collaborative activities
- Proofread and provide translation (as needed)
- Assist in coordinating research studies as related to Collaborative initiatives
- Conduct qualitative interviews and focus groups
- Analyze, summarize and report qualitative and quantitative data
- Provide support in designing and implementing an evaluation approach for various initiatives
- Review and summarize evaluation results to help make decisions on future planning and activities for the Collaborative
- Assist in designing tools and activities directly connected with the Collaborative to support education and practice development
- Help validate the content of assessment and intervention tools used by healthcare professionals for various Collaborative projects
- Actively participate in developing knowledge sharing strategies and activities to optimize results from Collaborative initiatives
- Collaborate with experts, colleagues and centers of excellence to help inform and develop Collaborative initiatives
- Perform any other related tasks assigned by a direct supervisor

QUALITY OF WORK LIFE, HEALTH AND SAFETY MANAGEMENT

The employee is responsible for promoting quality of work life and workplace health and safety, to create a healthy work environment.

MISSION, VALUES AND CODE OF ETHICS
Know and contribute to the promotion and fulfillment of the mission, values and code of ethics.

**ACADEMIC REQUIREMENTS**

The ideal candidate is an experienced nurse with a Master's degree (PhD is an asset) or with solid research knowledge and experience, particularly qualitative, quantitative and mixed-method research.

**KNOWLEDGE AND EXPERIENCE**

- Experience with clinical or organizational research
- Experience with supporting professional practice development
- Familiarity with evidence-based research and database use
- Familiarity with the health and social services network, its administration and its legal framework
- Skill in using various computer tools, good knowledge of Excel, Powerpoint, Survey Monkey, Qualtrics
- Advanced level of written English
- Bilingualism (French and English)
- Experience with teaching and training an asset
- Experience with project management an asset

**KEY COMPETENCIES**

- Autonomy and initiative
- Rigor and diligence
- Planning and coordination skills
- Analytical and summarizing skills
- Interpersonal and organizational communication skills
- Strong teamwork and collaboration skills
- Ability to facilitate and lead a group

If you are interested in applying to this positions, please send your CV and contact Christina Clausen at eclausen@jgh.mcgill.ca or go through the link below which also provides the French version of the position.