OSN SPOR Research Project Manager

Full time, six month contract position available immediately (potential for renewal/extension).

Background:
The Ontario Stroke Network (OSN) provides provincial leadership and coordination for the Ontario Stroke System and recommends and evaluates province-wide standards. The OSN has been selected by the Ministry of Health and Long-Term Care (MOHLTC) to lead the implementation of stroke Quality Based Procedures (QBPs) in Ontario. The provincial implementation of QBPs is a component of the MOHLTC’s major policy initiative, Health System Funding Reform (HSFR). The OSN is evaluating stroke QBP implementation using rapid cycle and implementation science research methods. This research is funded through the Canadian Institutes of Health Research (CIHR) Strategy for Patient-Oriented Research (SPOR). The goal of SPOR is to translate research results into improved health outcomes for Canadians.

Position Description: The OSN SPOR Research Project Manager (RPM) will assist the OSN Best Practice Leader (BPL) by providing project management and administrative support for the OSN SPOR Demonstration Project initiatives. A major component of this work is building and managing internal and external relationships and providing pro-active assistance and executive support in an effective and efficient manner.

This work will require the engagement of multiple Ontario agencies and stakeholders associated with stroke QBP implementation, including Researchers, Health Quality Ontario, MoHLTC, Ontario SPOR Support Unit, Local Health Integration Networks, patients/families and the 11 Regional Stroke Networks. Ideally, the RPM will leverage personal expertise, ideas and networks in support of the OSN SPOR project. The OSN SPOR project work plan is evolving and the responsibilities outlined below are to be considered a starting point to be advanced, modified and/or expanded by the RPM as needs and opportunities evolve.

Working closely with and reporting to the Best Practice Leader, RPM responsibilities include:

- Preparing, supporting and contributing to the overall project plan including milestones/events
- Overseeing and monitoring progress toward work plan milestones, develop/implement remedial action and/or course correction as required
- Liaising with various internal and external organizations/individuals as required e.g.: Researchers, Regional Stroke Networks, patients/families
- Liaising with BPL and team to ensure successful and timely completion of work plan activities and supporting integration of relevant best practice initiatives as they relate and/or support stroke QBP implementation.

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1 The 11 Regional Stroke Networks consisting of a collaborative system of provider organizations and partners who deliver stroke care across the province and care continuum
2 QBPs set reimbursement levels for specific evidence –based groups of service for specific types of patients that require similar care
3 Ontario has established an Ontario SPOR Support Unit (OSSU) which includes two demonstration projects (Patients Canada and OSN) to advance SPOR objectives within Ontario. Through the Ontario SPOR Support Unit (OSSU) and its research agencies, OSN QBP work can be enhanced to strengthen implementation conclusions to be more reliable and generalizable to other conditions/procedures
• Managing and coordinating provincial meetings including: venue booking, agenda creation, coordination of meeting materials, document meeting minutes, meeting reminders/follow ups.
• Develop, recommend and/or implement strategies for sharing province-wide learnings/knowledge exchange including developing/informing research/conference abstracts, presentations and publications.
• Coordinate and participate in the writing of relevant project reports, communications and other documentation as required.
• Manage/oversee researcher agreements, achievement of milestones & deliverables develop/implement remedial action and/or course correction as required.
• Monitoring, tracking and reconciling revenue and expense budgets; produce reports as required.
• Preparing/providing information/updates to interested stakeholders as needed.
• Prioritizing own schedule to meet needs/deadlines.

Competencies/Knowledge/Skills Requirements
• Bachelor’s degree in health sciences or related field.
• Two (2) years’ experience and demonstrated knowledge in research project management in a health care setting.
• Experience and demonstrated understanding of health services research.
• Ability to access, interpret, evaluate and translate research reports/articles, statistical and epidemiological data and “grey literature” particularly related to health services research.
• Experience and/or training in knowledge translation/management and project/program evaluation. Proven flexibility and ability to adapt positively to change including ability to manage multiple priorities in a continuously evolving environment.
• Ability to work under tight deadlines and externally-created pressures and respond accordingly.
• Demonstrated effective problem solving, analytical and conflict resolution skills.
• Well-developed oral, written and interpersonal communication and customer focused skills.
• Quickly build effective relationships both internally and externally.
• Ability to work with committees, volunteers and build group consensus.
• Superb organization skills, using self-direction to prioritize workload and meet deadlines.
• Able to proactively contribute to strategy planning and implementation.
• Able to take action to seize opportunities, anticipate and develop effective approaches to eliminate barriers to goal attainment.
• Formal training or combined self-training and advanced proficiency in software programs including MS Office suite, publisher, web-site and database management.
• Requires self-direction to work in virtual/remote environment such as home.

Working Conditions/Environment:
• Ability to travel to Greater Toronto Area for meetings/workshops/events (approx. 4 times per month).
• Comfortable working from home and able to work effectively at a distance e.g. teleconference, WebEx, videoconferencing.
• Occasional travel within province of Ontario.
• Flexibility to accommodate varied 37.5 hours/week hours of work in a given day/week.