

Job Posting

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 42,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

We are recruiting for an Education Evaluation and Research Unit-Research Assistant

Posting #: 2023-03
Department: Education
Division: Academic Family Medicine
Reports to: Manager, Education Evaluation and Research Unit (EERU)
Classification: Support Staff
Status: Full-Time Contract
Contract end date (if applicable): 2nd February 2024
Job Family: Professional/ Support Staff
Full Time Equivalent: 1.0
Bilingual (English/French): No
Salary Range: Min. \$54,085 Mid. \$67,606 Max \$81,128

Summary

The Research Assistant will be an integral member of the Education Evaluation and Research Unit (EERU) and will support the advancement of the CFPC Strategic Plan and build capacity in the Unit through various research activities.

Main Responsibilities

The Research Assistant will work closely with the EERU staff on the following tasks:

- Support the Family Medicine Longitudinal Survey (FMLS) administration process including liaison with university partners and development and maintenance of appropriate tools and documentation.
- **Data support for EERU data sets, with focus on the FMLS to include but not limited to:**
 - > Data collection, collation and cleaning of survey responses (e.g. Alchemer)
 - > Assist with administration of survey processes
 - > Development of data summaries and results reports
 - > Organization of data requests
 - > Database maintenance and preparation of data sets for statistical analyses
- Data support for the Outcomes of Training project (OTP)
- Support development of data visualization tools.
- Develop and deliver marketing and social media plan for profiling EERU data initiatives (Twitter, Facebook, etc.)
- Maintain web content and updates.
- Monitor and triage email communications and data queries from internal and external stakeholders.
- Support the scholarship administration process for Academic Family Medicine as a core service of the EERU.
- Assist with manuscripts, publications, conference abstracts and posters, presentations and papers.
- Assist with EERU meetings (agendas, minutes, action items)

Related Duties

- Ensure effective and professional communications with all internal and/or external contacts
- Develop and maintain collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Work in accordance with all CFPC policies, procedures and processes with all applicable legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours aligned with the CFPC Values in Action
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Participate in the development and/or execution of special projects as required
- Participate on internal staff committees or working groups as required
- Assist with the training of new team members as required
- Support the team and collaborate with colleagues to ensure departmental needs are met including absence coverage and cross-training as required.

Requirements

- Undergraduate Degree or Post-Secondary program equivalent in related discipline (e.g. health science, social science, clinical research) required.
- 3 years of previous experience in an academic environment, preferred.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- French is an asset.

- Advanced research principles, methodology, analysis, and reporting, required.
- Advanced Microsoft Office (Excel, Word, Power Point, Outlook), required.
- Advanced Organizational, Time Management, Attention to detail and Accuracy skills, required.
- Ability to work independently as well as in a team, required.

Working Conditions

This role is based in Mississauga and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time.

There's a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC). If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the posting#2023-03 to: careers@cfpc.ca by January 23rd, 2023.

The CFPC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity or expression. The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.