THE COLLEGE OF
FAMILY PHYSICIANS
OF CANADA

LE COLLÈGE DES
MÉDECINS DE FAMILLE
DU CANADA

HUMAN RESOURCES · RESSOURCES HUMAINES

Job Posting

About the CFPC

Representing more than 40,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

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 a Health Services Research and Data Analyst

Posting #:	**2022-29**
Department:	**Education**
Division:	**Academic Family Medicine**
Reports to:	**Manager, Education, Evaluation and Research Unit**
Classification:	**Support Staff**
Status:	**Contract (2.5 years)**
Job Family:	**Professional/Knowledge Worker**
Full Time Equivalent:	**1.0**
Bilingual (English/French):	**No**

Summary

Supporting the Education Evaluation and Research Unit (EERU), the Health Services Data & Research Analyst will be responsible for the implementation and ongoing development of data and analytical outputs related to CFPC's core frameworks, including the Family Medicine Professional Profile (FMPP), Residency Training Profile (RTP), Patients' Medical Home (PMH) and measures of comprehensive care

Main Responsibilities

Essential Duties

- Gather, process and analyze data to develop metrics for comprehensiveness, mix, number and distribution of family physicians
- Integrate internal and external datasets from multiple sources (e.g. CIHI, CAPER, FM Longitudinal Survey (FMLS) Postal Code Conversion File (PCCF))
- Provide increased statistical analysis capacity including but not limited to examining internal CFPC data holdings and establishing possible linkages with external datasets as they relate to family physician mix, number and distribution in Canada, measures/metrics of comprehensiveness
- Undertake sample planning and management, data validation and cleaning, data management, and quantitative/qualitative analyses
- Identify relevant internal and external sources of information and databases and collaborate with data custodians in exploring data linking abilities of their data with existing internal and external datasets
- Produce outputs, validate with users and recalibrate as necessary
- Build on the findings and measures identified by the Senior Health Services Researcher to produce outputs that quantify Family Medicine value measures
- Research, experiment with and produce tabular and graphical outputs to determine preferred ways of presenting information
- Contribute to writing, editing and formatting of reports and presentations for internal and external audiences
- Engage with information users to validate outputs, assess relevance and iteratively improve and further develop to meet information needs, formats and products identified
- Disseminate, communicate, share findings with internal and external stakeholders
- Participate in the implementation of medical education research rounds/projects by supporting project management (e.g. organizing project activities, guiding workflow, and monitoring project hours and budgets)
- Present results at the family medicine conferences and in the research manuscripts
Support survey data collection, cleaning, analysis, and integration of data from multiple sources
- Conduct primary research activities
- Support the development and design of research methods
- Evaluate the relevance and potential use of other research projects' findings for the CFPC research projects and strategic planning

Requirements

- Master's degree in Research related program with Statistics: Biomedical or Social Sciences
- Minimum 3 years' experience in statistical analysis, research studies or data management
- Minimum 3 years' advanced level use of Statistical Package for Social Sciences (SPSS), Statistical Analysis Systems (SAS) or R
- 3 years' relevant professional experience in research and data analysis
- Demonstrated comprehensive understanding of and ability to work with large databases, statistical systems and complex analysis,
- Advanced knowledge of relational data management
- Advanced statistical methodology experience with SPSS, SAS or R
- Advanced ability to work in a professional manner with all levels of internal and external clients
- Advanced ability to work with statistical systems and perform analysis
- Ability to synthesize information and write reports accurately

- Advanced knowledge of MS Office Suite: Excel, Word, Teams, PowerPoint, Outlook
- Familiarity with family medicine and/or medical education preferred
- Familiarity with mixed methods research is an asset

Working Conditions

- Occasional after hours or weekend work
- Some travel for meetings and/or conferences may be required
- 8:00 a.m. – 4:00 p.m. or 8:30 a.m. – 4:30 p.m. or 9:00 a.m. – 5:00 p.m. Monday to Friday

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. On February 17, 2022, the Executive Team announced the decision to explore becoming a fully remote, and nationally distributed organization. We are aiming for February 2023 as the date to finalize a decision in this regard. There is much work to be done, including the assessment of which roles, if any, require in person attendance going forward. In the interim, staff work remotely (or work in our office in Mississauga). Attendance in the office and at offsite meetings is voluntary during the pandemic, although there may be policies and/or procedures that require regular in-person attendance introduced in the coming weeks. Unless otherwise identified, all new employees and internal employees who apply for new positions will be expected to commute to our office in Mississauga at their own expense if required to do so.

If you share our passion, and are committed to living our CFPC Values

please submit a cover letter and your résumé referencing the posting#2022-29 to: careers@cfpc.ca by June 21, 2022