

## About The Centre for Effective Practice

The [Centre for Effective Practice](#) 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. In Ontario alone, its work reaches over 16,000 healthcare providers each year through established relationships with key organizations, medical schools, colleges and associations.

The CEP's objective is to identify barriers to optimal practice and produce practical solutions to address these barriers. Examples of CEP's solutions include: clinical practice guideline review and adaptation, evidence summaries, clinical tools and resources, patient-focused material, quality improvement planning and knowledge translation interventions such as primary care provider education, academic detailing and integration of evidence into decision support systems.

### Position: Project Coordinator – Knowledge Translation in Primary Care Initiative

**The CEP is looking for a project coordinator to primarily support its Knowledge Translation in Primary Care initiative. This initiative focuses on the development of clinical tools and resources (for examples of CEP's clinical tools and resources see: [cep.health/tools](#)) for Ontario's primary care providers, and explore opportunities to better support primary care providers with EMR optimization and the localization of tools, where possible.**

As the project coordinator for the Knowledge Translation in Primary Care initiative, you will be responsible for working with the CEP team and stakeholders to coordinate day-to-day project activities, from supporting planning and execution of the project to providing administrative support as required. Candidates should have a strong desire to learn, a passion for improving health care and foundational experience in supporting a project team.

**The role described above requires a balance of:**

- A) Administrative and coordination tasks
- B) Supporting tool / resource development and content development

The first 3-6 months would involve becoming adept at administrative and coordination tasks, and thereafter, adding (along with administrative and coordination tasks) working on supporting tool development and content development for the Knowledge Translation in Primary Care Initiative.

#### Primary Responsibilities:

- **Coordinating various day-to-day activities** as part of a team for the Knowledge Translation in Primary Care initiative as well as other CEP projects (involved in every aspect of projects including development of approach, implementation and reporting)
- **Tracking and documenting** stakeholder, end-user and partner engagement
- **Supporting the completion/maintenance** of updated project documentation (e.g. work plans, dissemination plans, methodology)
- **Interfacing with internal and external stakeholders** in support of the project such as clinical leads, expert panels, and committees
- **Scheduling and coordination of events** including client meetings, team meetings, working groups, focus groups, conferences, training workshops etc. (this may involve room bookings, food and beverage ordering, audio visual resourcing, room set-up, etc.) Taking meeting notes, preparing and disseminating minutes, copy editing and formatting external documents and deliverables
- **Participating in the collection and analysis of qualitative and/or quantitative data** under leadership from the CEP team (e.g. execution of environmental scans, surveys, interviews, focus groups, Delphi panels)

#### Minimum Qualifications

- University degree in an appropriate health, science or research related discipline or equivalent experience

- Minimum 2-5 years experience in related position
- Excellent communication skills, both oral and written
- High level of maturity, professional behaviour and confidence in interacting with internal team members, clients and stakeholders
- Thrives in cross-functional team environment, detail oriented and a problem solver
- Strong organizational skills including prioritization, meeting deadlines and budgeting
- Excellent computer skills including proficiency in Microsoft Office
- Able to work flexible hours when required

**Preferred Skills**

Preference will be given to candidates with any, or all, of the following skills.

- Direct experience working in health care industry

This is a wonderful opportunity to work in a unique professional, academic 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:** This position is located in Toronto, Ontario

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

**Start date:** Immediate

**\*\*Please submit Cover Letter and Resume through [effectivepractice.org](http://effectivepractice.org)\*\***

Only short-listed and/or successful candidates will be contacted by Centre for Effective Practice.

Thank you in advance for your interest.