QUEEN'S UNIVERSITY SUPPORT STAFF
POSITION SUMMARY

DEPARTMENT: Psychiatry

POSITION NUMBER **INCUMBENT:**

TITLE: Project Assistant **GRADE:** 6

JOB SUMMARY:

This is a CIHR funded project to develop a dementia knowledge tool for primary care physicians and nurses and evaluate the effects of implementing this tool on the quality of care provided to individuals with early Alzheimer's disease. Responsibilities of the Project Assistant will include: assisting in developing the knowledge tool including a meeting dementia experts, primary care providers and persons with dementia; coordination of communication of the research team; recruitment of primary care providers; assisting with the development of education sessions and organizing implementation of the tool in various primary care settings. There is the opportunity for travel and presentation at national meetings.

KEY RESPONSIBILITIES:

- Design educational materials for the current research study and assist in developing education sessions to support implementation of the dementia knowledge tool. This will involve taking written materials arising from a meeting and creating PowerPoint slides and written materials under the guidance of members of the research team.

- Assist in evaluating the effects of the educational intervention on patient outcomes using data from chart reviews and interviews including photocopying patient charts, organizing this information, and obscuring identifying information on patient charts.

- Assist with the preparation of manuscripts and presentations to disseminate the findings from the project including gathering references and background documentation, formatting of documentation and organizing communication of authors.

- Assist with the writing and coordination of applications for peer-reviewed funding

- Analyse experimental data and present information in an appropriate form, including word processing, spreadsheet manipulation, and preparation of graphs, line drawings, or photographs. Generate analyses and reviews, and assist in the preparation of written reports for publication.

- Work with the main Principal Investigator to develop consent forms, application drafts for ethics committees, and letters of invitation to participants in support of the research team

- Organize a meeting of dementia experts, primary care providers, and persons with dementia to develop a dementia knowledge tool. These duties will include booking rooms, arranging for food and beverages, making accommodation and transportation arrangements, and paying bills and invoices associated with the meeting.

- Coordinate the recruitment of physicians from 6 practice locations in Southeastern Ontario to participate in the study. This will involve preparing documentation, scheduling

appointments for interviews, and contacting physicians by telephone and email to organize educational sessions.

- Schedule and organize teleconference meetings and assist in the scheduling of meetings; take minutes and report on the discussions of these meetings.

- Coordinate activities related to communication strategies for the research team to increase visibility of the study.

- Undertake other duties as required in support of the project

REQUIRED QUALIFICATIONS:

- Three years of post-secondary education in a life sciences or humanities program or equivalent experience in a research setting.
- Strong written and verbal communication skills and proficiency in MS-Office. Familiarity with dementia, educational interventions, and prior experience in knowledge translation are desirable but not necessary.
- Consideration will be given to a combination of education and experience.

SPECIAL SKILLS:

- Interpersonal and communication skills, both verbal and written
- Analytical skills in order to make the most of information at hand
- Organizational and time-management skills
- Strong computer skills, with knowledge of MS Word, Excel, Access, PowerPoint and the Internet
- Ability to work within and adjust to shifting timelines
- Strong multi-tasking abilities
- Willingness to learn

DECISION MAKING:

- Prioritize work and time and decide what is the most important task among several
- Decide on how to deal with new information at hand. If appropriate, report on data, and decide on best format for distribution
- Determine content of draft correspondence and minutes
- Make suggestions on the collection of data, presentation of results and coordination of activities
- Resolve problems with guidelines referring only unusual or serious concerns to the main Investigator
- Determine what items/documents will be needed for meetings and ensure that they are distributed in a timely manner to participants
- Determine location, logistics etc. for meetings
- Determine content and format for draft correspondence, reports and meeting items

	Yes	No
1. Is this position technical in nature in a lab or lab-related area?	☐	X
2. Does this position support a research project?	X	☐

If yes, name of project:
The Primary Care – Dementia Assessment and Treatment Algorithm (PC-DATA): A Knowledge to Action Project

3. Does this position report directly to a Principal Investigator (PI)? X ☐
   If yes, name of Principal Investigator Dallas Seitz

SUPERVISORY RESPONSIBILITIES:

Do you have any supervisory responsibilities - NONE

SIGNATURES:

Incumbent	Supervisor	Department Head

Date: January 9, 2013