

Information Specialist

The Information Specialist provides support to the CEP team with environmental scans and its literature search or review and guideline review process, coordinating with all project staff and other stakeholders to ensure consistency and effectiveness in providing health practitioners, administrators and policy makers evidence based material in a format best suited for their use. In addition, the Information Specialist will provide support for related projects.

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- Librarian and Research Services:
 - Manages all aspects of the literature review process, including literature searching, retrieval, selection, summarizing and dissemination of material;
 - Designs and implements policies and templates to ensure a structured literature search and review process;
 - Conducts database and internet literature searches for Clinical Practice Guidelines or other literature on a variety of clinical and/or research topics;
 - Evaluates and assesses on Guideline rigour of development and makes recommendations regarding quality;
 - Develops search strategies for clinical topic areas in conjunction with CEP Medical Advisors and maintains record of past strategies;
 - Develops guideline evidence tables for guideline committee review;
 - Evaluates the performance of the website, and analyzes and reports on user statistics for staff/management;
 - Develops or facilitates the development of content for the website and edits and posts content to the website; and
 - Provides support to CEP Staff on project specific needs as they pertain to the search, review, endorsement and summary creation of evidence based information.
- General project support:
 - Monitors project timelines and deliverables in collaboration with other team members;
 - Coordinates project budgets and allocates funds in collaboration with the Project Lead
 - Maintains excellent communications with Project Lead, CEP Team and stakeholders.
 - Writes reports (technical reports/working papers/web-based summaries), abstracts, poster presentations, peer-reviewed publications, and other relevant deliverables, in collaboration with the Project Lead;
 - Develops report dissemination plans;
 - Completes and maintains updated project documentation; and
 - Engages with internal and external stakeholders such as expert panels, committees and team meetings.
- Contributing to all other duties related to project completion as required

QUALIFICATIONS:

- Masters degree in library science and/or health sciences discipline or equivalent with a minimum of 5 years related experience.
- Experience managing clinical, epidemiological and/or health services research projects and/or experience in health planning and decision support;
- Experience coordinating projects
- Advanced computer skills

SALARY: \$65,000 – \$78,000, with benefits package

POSTED DATE: December 23, 2011

CLOSING DATE - EXTENDED: January 20, 2012

Note: this is a one year contract with an option to extend, please send all inquiries to jess.rogers@effectivepractice.org