

Manager, Clinical Reviews

Health Technology Assessment Program

Health Quality Ontario (HQO) is the provincial advisor on the quality of health care in Ontario, evaluating the effectiveness of health care technologies and services, providing evidence-based recommendations, reporting to the public on the quality of the health system, and supporting the spread of quality improvement throughout the system.

THE OPPORTUNITY

Under the direction of the Director, Health Technology Assessment, and working closely with the Manager, Health Economic Evaluation and his/her staff, the Manager, Clinical Reviews will support and guide a team of clinical epidemiologists in completing health technology assessments in a timely and methodologically rigorous manner. Additionally, the Manager will provide direct mentoring and coaching to the team to foster professional development and, on an ongoing basis, critically assess methods for evidence development and appraisal to ensure best practices are used in evidence synthesis. Acting as a role model, the Manager will support open communication and collaboration with peer health technology assessment agencies, academic and health care organizations to foster the development of high quality clinical reviews.

WHAT CAN I EXPECT TO DO?

Leadership and Staff Management

- Manages and mentors staff through development and completion of performance reviews, goal setting and personal development plans.
- Provides practical support and advice on day-to-day health technology assessment work.
- Creates and supports a strong culture of team work and organizational wholeness.
- Assists the team in achieving their goals through facilitation, problem-solving, decision-making and conflict management support.
- Carries out performance reviews of clinical epidemiologists in Health Technology Assessment Program.
- Participates in the recruitment and supervision of clinical epidemiologists.
- Actively seeks out opportunities for team development providing mentoring and coaching for professional development.
- Monitors current trends in systematic review methodology and health technology assessment in academic publications and from academic and peer health technology assessment organizations.
- Attends and participates in internal leadership team meetings.
- Presents at peer-to-peer rounds or other internal forums

Management Activities

- Works with branch management to manage resources as well as monitor and evaluate the delivery of projects, services and initiatives.
- Supports the clinical epidemiologists to manage the scope of clinical reviews and to choose the best methods to complete the health technology assessment.
- Responds to administrative needs identified by staff.
- Attends project specific meetings to stay up-to-date on progress and facilitate its completion.

Planning and Organization

- Participates in project and branch specific meetings to keep informed on project progress and facilitate its completion.
- Identifies barriers to clinical review completion and works to resolve the impact on timelines and the quality of work.
- Works with the clinical epidemiologists to ensure the clinical reviews are methodologically accurate and completed in a timely manner.
- Facilitates and guides the methodological processes of the clinical review to support policy decision-making.
- Communicates with the Manager, Operations and Manager, Health Economic Evaluation to facilitate the progress and completion of health technology assessments.
- Supports Health Quality Ontario's operational and reporting activities including ensuring consistency and compliance with corporate human resource, procurement, and general administrative policies and approval processes.
- Works with the Manager, Health Economic Evaluation to coordinate and align the clinical evidence review workload and evaluation with the health economic evaluation.
- Works with the Manager, Operations to coordinate the project timelines and milestones of the clinical reviews.

Strategic Activities

- Contributes to the development and implementation of the Health Technology Assessment Program.
- Works with internal and external partners to aid in the development and implementation of the Health Technology Assessment Program.
- Supports the Director, Health Technology Assessment, in acting as a liaison for the branch's area of work by liaising and networking within Health Quality Ontario and with external partners.
- Assists with the identification of clinical experts for consultation during evidence review and appraisal phase.
- Collaborates with peer health technology assessment agencies and other evidence-based organizations to remove duplication of work.

Internal and External Stakeholder Management

- Establishes and maintains positive employee, stakeholder and partner relationships.
- Fosters collaboration between internal and external partners to complete clinical reviews.
- Acts as a liaison between clinical epidemiologists and internal and external partners.

HOW DO I QUALIFY?

To be considered for this opportunity, you will have:

Education:

Minimum Education Requirements:

Master's degree in clinical epidemiology, health research methodology, health technology assessment, or equivalent preparation

Experience:

Minimum Experience Requirements:

At least 3 years of experience developing health technology assessments for policy recommendations, working in teams and experience leading teams

Preferred Experience Requirements:

At least 5 years of experience managing teams, developing health technology assessments for policy recommendations, working with or in government setting, understanding of health system strategy, policy implementation and bridging evidence and practice

Key Competencies:

- Excellent understanding of the health technology assessment environment, research methodologies for systematic reviews and meta-analyses, decision-making, and policy recommendation development.
- Advanced understanding of health technology assessment, research methodology, critical assessment of quantitative and qualitative scientific literature.
- High level of tact and diplomacy to enable effective working across organizational boundaries and to influence without authority.
- Ability to effectively manage and coach direct reports, as well as problem solve and apply critical thinking, proactively and creatively to address emerging issues.
- Excellent communication skills both written and verbal and well developed presentation skills.
- Strong interpersonal skills, with proven ability to develop partnerships and build constructive relationships with a wide variety of stakeholders.
- Excellent analytical skills and understanding of study design, systematic review methodologies, meta-analysis.
- Strong organizational and project management skills with superior attention to detail, priority setting and workload management skills to coordinate multiple, concurrent issues and projects, and provide direction to staff.
- High degree of self-awareness and ability to adapt in a fast-paced dynamic environment to multiple and changing demands and tight timelines.
- Ability to negotiate, motivate and respond flexibly to complex and challenging situations.

Location: Toronto

Qualified applicants are invited to submit a covering letter and resume to HQORes@hqontario.ca, quoting **competition number 2015-077** as well as your name. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Health Quality Ontario is committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Should you require accommodations during the recruitment and selection process, please contact Human Resources.

For additional information on Health Quality Ontario, please visit our website at www.hqontario.ca.