



CNN Associate Director EPIQ Associate Director



The Canadian Neonatal Network™ (CNN) invites applications for two voluntary positions that are designed to engage the next generation of leaders in neonatal-perinatal medicine and research. Both positions work closely with the CNN Director and the staff of the Coordinating Centre to ensure the missions and objectives of CNN and EPIQ are met.

These positions would be suited to an individual with an interest in multi-site research, education, or quality improvement activities who is pursuing an academic career. The application should be supported by the applicant's institution or employer.

Summary

- Both positions are to be appointed by the CNN Director and to be approved by the CNN Governing Board.
- Both positions report to the CNN Director who reviews the Associate Director's performance on an annual basis.
- The time commitment for each position is approximately 5 to 10 hours per week for a 5-year term, with the possibility of renewal for one successive term.
- Financial compensations are not available for these positions.

Responsibilities

CNN Associate Director

- Works closely with the CNN Director, and in consultations with the CNN Executive Committee, to oversee the day-to-day operations of CNN.
- Manages operations and provides staff guidance for the Coordinating Centre.
- Supervises the development and maintenance of all databases that are hosted by the Coordinating Centre.
- Assists the CNN Director in administering CNN-related research projects.
- Co-chairs the CNN Database and Annual Report Review Committee with the CNN Director and is responsible for the following:
 - o publication of CNN Annual Reports and
 - o standardizing CNN definitions, including data collection items and evaluation of outcomes.
- Provides support to the CNN Site Investigators and Abstractors as required.
- Works closely with the EPIQ Associate Director to ensure the aims and directions of EPIQ are in alignment with that of the CNN.
- Participates in the planning of Annual Meetings.
- Makes every effort to participate in face-to-face meetings and teleconferences.

Responsibilities

EPIQ Associate Director

- Works closely with the CNN Director, and in consultations with the EPIQ Steering Committee, to ensure the EPIQ project is on track.
- Provides guidance to the EPIQ Coordinator and works collaboratively with the staff of the Coordinating Centre.
- Provides guidance to the Outcome Groups' Chairs to ensure their aims and directions are in alignment with that of EPIQ.
- Works closely with the CNN Director and CNN Associate Director to ensure the aims and directions of EPIQ are in alignment with that of the CNN.
- Oversees the publication of bi-annual EPIQ site reports.
- Provides support to participating EPIQ sites and troubleshoots QI-related activities.
- Participates in the planning of Annual Conferences.
- Makes every effort to participate in all Outcome Groups teleconferences and meetings (4 Outcome Groups; each meet quarterly).

Qualifications

CNN/EPIQ members who demonstrate strong leadership skills are welcomed to apply.

How to Apply

Submit the following to Priscilla.Chan@sinaihealthsystem.ca:

- Curriculum vitae
- A cover letter (*maximum two pages*) which specifies
 - o position of interest
 - o reasons for application and
 - o explains how the applicant is suited for the role
- A letter of support from the applicant's Division or Department Chief

Application deadline: May 31, 2019

Anticipated start date: July 1, 2019



EPIQ
Evidence-based Practice for Improving Quality