



Canadian Chiropractic Guideline Initiative

ADVANCING EXCELLENCE IN CHIROPRACTIC CARE

Job posting: CCGI Project Lead

Location: Canada

Position overview:

The mission of the Canadian Chiropractic Guideline Initiative (CCGI) is to develop evidence-based clinical practice guidelines (CPGs) and best practice recommendations, and facilitate their dissemination and implementation within the chiropractic profession in Canada.

The CCGI invites applications for a Project Lead. This 0.8 FTE (4 days per week) fixed term position is for 3 years (based on length of funding), with the possibility of renewal.

Applicants must have an outstanding research profile in the field of chiropractic and have experience in clinical practice guideline development, dissemination and implementation. They must possess excellent management skills, be able to develop and nurture relationships with partners and key stakeholders at the highest level in Canada and internationally.

The CCGI Project Lead is the figurehead and spokesperson for this important project at both the national and international level. They are responsible for overall program leadership, overseeing the delivery and evaluation of dissemination strategies and for ensuring that the CCGI staff and collaborators are effectively creating and adopting/adapting guidelines, and delivering, implementing and monitoring tools for best practice.

The CCGI Project Lead provides leadership in the creation of clinical practice guidelines, knowledge translation research, resources and information, assisting clinicians to adopt evidence-based clinical guidelines using a collaborative approach to developing and tailoring practical tools that can change practice. Through their strategic leadership in supporting the collaborative efforts of stakeholders and partners, they will encourage the application of this evidence in policy development and practice, using effective knowledge translation approaches. They will also be responsible for providing leadership in the growth of new partnerships with third party payers and funding bodies, and developing collaborations with international partners at the highest level to ensure the sustainability of the project.

The CCGI Project Lead reports administratively to the CCGI Guideline Steering Committee, with additional functional reporting to the Guideline Advisory Committee on matters of strategic priority for the CCGI. The Project Lead works with the CCGI staff (Research Lead, Research Manager, Knowledge Translation Lead, and Knowledge Brokers), CCGI collaborators (existing committees and Opinion Leaders), and CCGI stakeholders, and in collaboration with Practice-Based Research Network (PBRN) members.

Position Description:

Summary of Key Responsibilities (job functions include but are not limited to):

- **Management**
 - Responsible for overall team management
 - Effectively manages expenditure budgets for CCGI products and activities
 - Manages external contractors commissioned for CCGI dissemination and implementation activities, including publications, website hosting and design, and evaluative activities
 - Liaises with CCGI committees: Guideline Steering Committee (GSC), Guideline Advisory Committee (GAC), Guideline Development Group (GDC) and Guideline Dissemination/Implementation (GIG) Group
- **Overall Strategic Planning**
 - Provides strategic direction for the creation, adoption and adaptation of clinical practice guidelines
 - Provides strategic leadership to CCGI staff, knowledge brokers, members of the PBRNs and CCGI Opinion Leaders to ensure they are effectively delivering best practice guidelines, tools and resources, and to assist with dissemination and implementation of KT strategies.
 - Provides strategic assessment and makes recommendations to the GSC on events and tactics to determine feasibility, value to CCGI, as well as propose and implement appropriate changes/additions/deletions to the strategic plan
 - Spearheads and maintains close involvement with CCGI stakeholders in long range planning and engagement to promote the dissemination and implementation of best practices
 - Provides leadership in discussions with CCGI stakeholders to identify their needs in implementing research into practice and will negotiate creative, practical and relevant approaches for long-term solutions using knowledge translation strategies
 - Builds national & international collaborations within chiropractic and with other health disciplines
 - Promotes and enhances a culture of collaboration and open communication between staff, stakeholders, clinicians and patients to ensure consistent messaging appears in all related media.
- **Implementation, Dissemination & Monitoring of KT Strategies**
 - Provides leadership on the development of a cohesive strategic plan for CCGI upon assessment of the internal and external strategic needs of CCGI and its focus areas
 - Provides guidance on the development of a cohesive communications plan for CCGI upon assessment of the internal and external communications needs of CCGI and its focus areas
 - Supports the Knowledge Translation Lead in the monitoring and evaluation of the implementation of knowledge translation activities to inform policy and program development in the field of chiropractic care.
 - Supports the implementation of appropriate electronic health records across Canada to monitor clinician and patient practices and to support research into the uptake of evidence-informed practice.
- **Supports Research Growth**
 - Provides leadership in research, promoting high quality research in the development and uptake of evidence-informed practice and clinical practice guidelines in MSK disorders among end-users (clinicians, patients, stakeholders)

Qualifications/requirements:

- Graduate training in a relevant discipline (PhD in epidemiology, public health, population health, marketing and/or related field such as communication, health administration, rehabilitation science, is preferable);
- Minimum of 5-7 years significant communication and administrative experience with emphasis on strategic planning, decision-making and highly developed organizational skills and ability to anticipate needs, plan, organize, coordinate, and perform work with little or no direction;

- Exceptional interpersonal and communication skills required in dealing with a range of situations, which may include complex, sensitive and confidential issues;
- A strong ability to build and inspire teams;
- Excellent communicator with in-depth knowledge of chiropractic profession in Canada and internationally;
- Research and clinical experience and/or expertise in the field of chiropractic or musculoskeletal disorders or rehabilitation are an asset;
- Leadership experience in developing working relationships and negotiating with multi-stakeholder groups to achieve shared goals (e.g. health care professionals, professional leaders, third party payers, private industry and the public);
- An understanding of and experience with all aspects of guideline development and knowledge translation (e.g., knowledge generation, synthesis, product development, dissemination and implementation, exchange, management and evaluation, sustaining of knowledge use and to succinctly summarize research findings in plain language);
- Demonstrates professionalism, discretion, courtesy, and respect in all interactions with internal and external clients creating a positive image for CCGI;
- Experience working with the media both in a reactive and strategic planning capacity;
- Experience producing a variety of communication vehicles aimed at various audiences;
- Experience planning and executing events for various sized groups;
- Ability to work in a fast-paced environment, with constantly shifting priorities;
- Must have demonstrated ability to provide a consistent high level of service;
- High level of proficiency in writing and editing a variety of documents for a wide range of audiences/stakeholders;
- Fluency in English and French, written and oral, is preferable.

The position is for 30 hours per week (four days equivalent) on a three-year contract with the possibility of renewal. Compensation is commensurate with experience and includes an excellent benefit package. Anticipated start date is 15 February 2018. The location of the office of the project lead in Canada is negotiable. CCGI staff currently work from home.

This position requires the incumbent to maintain tact, diplomacy and discretion at all times. The CCGI Project Lead requires a high degree of trust and confidentiality with regard to sensitive information. Internal communications typically involve presenting reports and recommendations, and briefing others on the status of projects.

Deadline for applications: 11.59pm ET, Friday 15 December 2017. For more information and application details please contact: Heather Owens, CCGI research manager at: howens@chiropractic.ca

We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue on through the selection process will be contacted.

www.chiroguidelines.org