



## Job Description

**Coordinator:** Knowledge Acquisition and Stakeholder Engagement (KASE)

### GENERAL DESCRIPTION:

This position is a knowledge acquisition and stakeholder engagement coordinator that will cover ON to BC. Under the immediate supervision of the KASE Manager and the National Director, this position coordinates and manages the acquisition of provincial policies, practices and services (programs), their development phase, evaluation research of outcomes, and stakeholder engagement, in support of the AGE-WELL National Innovation Hub in Advancing Policies and Practices in technology and Aging (APPTA).

The knowledge component includes the contact, the information gathering, the screening, recruitment, and treatment of policies, practices and services in provinces from Ontario to BC, and further collection and analysis of publications (academic, news outlets, etc) in accordance with the established protocols.

The knowledge translation component includes the auditing of current Canadian provincial practices against agreed best practices and accepted standards, academic publications in the domain, assistance with development, communication, dissemination and implementation of new guidelines, and the assessment of the methods and effects of planned service improvements.

Overall the position will aim to ensure the efficient and effective development and implementation of existing and new policies, practices and services (programs) that may and may not include the application of existing and new technologies toward senior's care and healthy aging in New Brunswick and the scaling up of such throughout Canada.

### DUTIES AND RESPONSIBILITIES:

#### STAKEHOLDER ENGAGEMENT

1. Supports research stakeholders with the planning, development, and implementation of research protocols in accordance with research and knowledge translation parameters.
2. Develops and maintains a relationship with key provincial government stakeholders through regular face to face meetings.



3. Coordinates the planning, scheduling, and implementation of relevant research activities and procedures, ensuring efficient workflow and development of quality policies and procedures to support their product or practice.
4. Assists stakeholders with the identification of current and future policy pressure points through the development of an online communication system that supports stakeholder input such as surveys and data analysis.
5. Provides stakeholder education on Awnih programs and systems.
6. Establishes appropriate data collection systems and procedures, according to established research protocol.
7. Ensures that all clinical activities are carried out in accordance with established research protocol and within acceptable clinical procedure and safety standards through education and support.
8. Works with the research community to increase the capacity and capability in applied health research while promoting a research-oriented culture.
9. Provides collaboration and administrative coordination between investigators and ancillary departments, research subjects, sponsoring organizations, and/or regulating bodies.
10. Works with government regulating bodies to assist in the development of policies and procedures for evaluating emerging technologies and practices for senior's care.
11. Represents and promotes the objectives and activities of research studies to various internal and/or external constituencies, as appropriate.
12. Develops and provides workshops to education stakeholders in the development of policies and procedures and e-learning modules to support the implementation and operationalization of their product or practice.
13. May oversee and guide the work of other support staff engaged in Hub-related activities.
14. Participates in the analysis and presentation of research results and conclusions.
15. Performs miscellaneous job-related duties as assigned by the National Coordinator

#### KNOWLEDGE TRANSLATION

1. Collects and catalogs emergent technology and best practice for senior's care.
2. Provides analysis of current policies and practices through the collection of quality improvement data via surveys, focus groups, and patient/physician meetings and establishes baseline performance measures to determine state of current processes.
3. Works within the framework of continuous quality improvement to identify issues related to delivery of service and the possible solution to these issues using standard quality-related tools.



4. Recommends changes designed to correct or improve processes and assists with the implementation of revised procedures as appropriate.
5. Evaluates the effects of change on processes by collecting data on interventions, standardizes successful changes to processes, and establishes mechanisms for monitoring process parameters on a continual basis.
6. Identifies appropriate knowledge translation activities, such as briefings, educational sessions and other tools for associated support departments.
7. Assesses barriers to knowledge use and implements appropriate knowledge translation interventions. Determines appropriate methodologies to evaluate effectiveness of knowledge translation interventions.
8. Adapts knowledge to context of the provincial policies and practices environment, monitors application of knowledge, and ensures sustained use of knowledge.
9. Develops and provides workshops designed to support managers and end users to support a culture of innovation and knowledge mobilization

## REPORTING STRUCTURE

The KASE Coordinator reports directly to the KASE Manager.

The KASE Manager reports to the National Director of the AGEWELL National Innovation Hub.

## REQUIRED QUALIFICATIONS:

- Experience in KASE
- Two (2) to five (5) years of coordination experience (including data collection and project coordination or equivalent education)
- Demonstrated ability to work in a fast-paced environment
- Knowledge and experience in research methodology
- Experience with participant recruitment and data collection
- Excellent organizational and time management skills
- Effective interpersonal, verbal and written communication skills



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- Demonstrated experience in working within a multidisciplinary team and/or framework
- Excellent knowledge of MS Word, Excel and Outlook
- Ability to develop and deliver presentations.
- Willingness to learn new skills as required by the position.