



## Research and Development Project Coordinator Collaborative Learning Units - Nursing

### Position Summary:

Reporting to an Advisory Committee consisting of Program Leaders from the [University of Victoria](#), [North Island College](#), [Vancouver Island University](#), and [Island Health](#), the Research and Development Project Coordinator facilitates and manages the Collaborative Learning Unit (CLU) Initiative. The CLU initiative is an innovative collaboration of Island Health practice units, community health services, and nursing education programs. It is designed to develop new practice education models in six practice settings across Vancouver Island and engage participants in evaluation research to identify processes and deliverables for the implementation of sustainable models of nurse and health professional education. It will inspire practice and education leads and practitioners to envision new ways of enriching practice environments and building a learning culture for the benefit of students, practitioners, patients, and communities.

### Responsibilities:

- Facilitates unit based processes to bring nurses, educators, students, and others to conceptualize and initiate development of the CLU in hospital and community settings
- Facilitates workshops and other activities focused on building a learning culture and new ways of working within the project units
- Schedules and coordinates meetings, agendas, and processes for tracking minutes and other project related communications
- Manages and maintains approval from relevant Research Ethics Boards; helps to prepare Research Ethics Board applications, as necessary
- Participates in academic and knowledge translation activities that may include preparing presentations and manuscripts, developing and formatting of posters and presentations
- Directs and facilitates project strategic planning activities including managing project timelines and tracking deliverables; ensures projects are administered according to research study and ethics protocols

### Qualifications:

#### Education, Training, and Experience

- Graduate degree in Nursing; PhD preferred
- Professional experience in nursing education in an educational institution or practice setting
- Experience and knowledge of educational programming and facilitating change processes
- Experience in project management, ideally in research and/or grant-based programs
- Experience with reporting and communication systems

#### Knowledge and Skill Requirements

- Knowledge and experience with curriculum and educational processes in nursing including theory, informed program development, and evaluation
- Excellent facilitation skills and ability to coordinate, inspire, and promote collaboration via in person meeting and distance technologies
- Knowledge of practice education models in nursing including collaborative learning units
- Knowledge of research design, methodology, and ethics
- Demonstrated participatory leadership style
- Strong ability to support and foster effective teams
- Strong analytical and planning skills
- Ability to work independently and as part of a team

### Contract:

This is a part time contract position with terms to be negotiated between the Advisory Committee and the successful candidate. Position start date will be July 1, 2019 or as negotiated.

- If an internal hire, the successful candidate will be hired and the contract managed through their own institution and will retain all current salary, benefits, and position rights of their home institution.
- If an external hire, the successful candidate will be hired on contract by one of the participating institutions, in agreement with the Advisory Committee. Commensurate details will be negotiated at time of hire.

### Application Deadline and Process:

Please submit application by June 14 including a cover letter, Curriculum Vitae including three references to:

Dr. Susan Duncan  
Professor and Director  
University of Victoria School of Nursing  
Email: [nursingdirector@uvic.ca](mailto:nursingdirector@uvic.ca)

**Questions:** please contact Dr. Susan Duncan at [nursingdirector@uvic.ca](mailto:nursingdirector@uvic.ca)