



## Medical Writer

Location: Vancouver – St. Paul's Hospital / Nephrology Research and BC Renal

Business Title: Medical Writer, Can-SOLVE CKD Network & BC Renal

Contract: 35 to 40 hours per week

Desired Start Date: Immediately

Funding Type: Grant Funded

### Job Summary

The Can-SOLVE CKD Network is a pan-Canadian network promoting patient-oriented research in chronic kidney disease. The network consists of a large and multi-disciplinary team across the country with a core operations team that supports day-to-day activities. The activities and accomplishments of this network will benefit Canadians by promoting a cultural shift from care which is disease-centred and provider-focused to care which is patient-centred, informed by evidence, and coordinated across the health care system.

BC Renal, part of the Provincial Health Services Authority and a partner with Can-SOLVE CKD, plans and monitors the delivery of province-wide kidney care services, develops clinical standards and guidelines, measures and reports on patient and system outcomes and supports knowledge development and translation through quality improvement, research and teaching activities. BCR works closely with British Columbia's regional health authorities to ensure the 19,000 registered patients with kidney disease in BC receive the best care possible.

The Medical Writer will support both organizations, with work coordinated by the Senior Manager, Communications of Can-SOLVE CKD. His/her primary responsibility will be in preparing publications for both organizations. He/she will perform a variety of duties related to writing, coordinating and editing publications and knowledge translation products. The Medical Writer works with and acts as a resource to interdisciplinary project teams, committees, and working groups, including internal and external stakeholders.

More information on Can-SOLVE CKD can be found at [www.cansolveckd.ca](http://www.cansolveckd.ca) and BC Renal at <http://www.bcrenalagency.ca>

### Skills

- Demonstrated experience with scientific writing, communications, and publishing, preferably in a medical or health-related context.
- Ability to interpret and communicate clinical terminology, research data and statistical language.
- High level of computer literacy, including proficiency in using Microsoft Word, Excel, PowerPoint, and reference management software (e.g., EndNote). Experience with Adobe Creative Suite an asset.
- Excellent stakeholder relation skills, including diplomacy, cultural sensitivity, tact, and the ability to navigate conflicting views and perspectives.
- Excellent organizational skills and record keeping.
- Self-directed with strong writing, analytical, and research skills. Meticulous attention to detail and accuracy.

- Familiarity with concepts related to chronic kidney disease, public health research and the social determinants of health is an asset.
- Knowledge and experience in grant facilitation and writing, editing, assembling and submitting grant proposals to CIHR is an asset.
- An understanding of the ways in which laws and policies have contributed to the marginalization of populations, or a willingness to learn.

#### *Education*

- Master's Degree in Health Sciences, Public Health or Science with a minimum of two (2) years of relevant experience working in an academic research setting (e.g., medical writer, grant facilitator, research coordinator or project manager) or an equivalent combination of education, training and experience.
- Experience conducting academic literature reviews using a variety of databases (e.g., PubMed, Medline, EMBASE, CINAHL, etc.) and summarizing findings in narrative format (e.g., manuscripts, reports, guidance documents, continuing medical education materials, etc.).
- Additional relevant training or certification an asset (e.g., formal training in grant writing, editing, or technical writing certification; membership in a professional writing society).

#### *Duties*

- Executes writing projects according to established methodologies, ensures successful and coordinated completion of projects, and ensures readiness of final product for dissemination and/or implementation.
- Leads research, writing and editing process on a variety of clinical and health research-related writing projects, including, but not limited to: peer-reviewed publications, process papers, grant proposals, and briefing documents.
- Conducts literature reviews, identifies relevant research findings, and assesses quality of research findings using established methodologies.
- Interprets and summarizes research findings clearly and accurately, and in a format tailored for the intended audience.
- Manages several writing projects simultaneously, each involving a distinct scope of work and project team.
- Provides grant writing and facilitation support as needed.
- Performs other related duties as required

#### *Supervision Given*

None given.

To apply, please submit your CV, a cover letter indicating your interest in this position, and samples of relevant work to [admin@cansolveckd.ca](mailto:admin@cansolveckd.ca)

*Thank you for your interest. Please note that only those shortlisted for an interview will be contacted.*