

Beenish Fatima
University of British Columbia
ENGL 301, Dr. Erika Paterson
March 26th, 2019

Assignment 4.1 – Draft Application Package

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W21C SUMMER STUDENT JOB PROFILE

Job Title: W21C Summer Studentship

Faculty/Admin Area: Cumming School of Medicine

Department/Unit: W21C, University of Calgary

Work Term: May to August (flexible – decided per candidate)

W21C Background/Nature of Work

The Ward of the 21st Century (W21C) is a research and innovation initiative based at the University of Calgary's O'Brien Institute for Public Health and the Calgary zone of Alberta Health Services (AHS). W21C conducts health systems research with the overarching mandate to improve patient safety and quality of care.

W21C was created to respond to the urgent need for innovation in health care. The Canadian Adverse Events Study (2004) reported that as many as 20,000 deaths occur annually in Canadian hospitals from preventable adverse events. This finding drew considerable attention to the issues of safety and quality in health care, resulting in a call for strategic research and innovation to address these health systems challenges.

W21C's VISION is "to define the future of health care", and its MISSION is "to innovate, create, educate and evolve to build new paradigms of health care delivery." The W21C's collaborative environment drives transformative research and enables enhanced contact between researchers, health professionals, patients, industry partners and policy decision makers. Through this strategic research agenda, W21C aims to MAKE CARE BETTER for our communities.

Primary Purpose of the Position (Key purpose, functions, roles)

The W21C Summer Student will report to the Education Lead at the W21C; however, they will receive specific direction from the Lead Investigator(s) of the project(s) they are assigned to. It is anticipated that the summer student could conduct research activities for between one to four projects throughout the course of the summer.

This position works closely with a PI and with other members of the research teams in the execution of research activities within the W21C program. The position will require involvement in multiple research tasks (e.g., literature/systematic reviews, chart reviews, patient and health care provider interviews, data collection, etc.), and may require interaction with various internal and external stakeholders. Students will be expected to represent the W21C program, and as such the position will require professionalism and comfort interacting with healthcare providers and patients, as this has the potential to impact the integrity and success of the W21C program. Peak periods of over the summer could be stressful due to high volume of work and/or competing demands.

Qualifications/Expertise Required

Education

- Working toward an undergraduate (bachelor's) degree or medical degree, with a preference for training within a science or health-related field.

Requirements and Experience

- Computer skills (Microsoft Word, Access, PowerPoint and Excel).
- Experience conducting quantitative and qualitative clinical research, as well as database skills (e.g., SPSS, Excel, Access, etc.) is an asset.
- Knowledge of the W21C Initiative is an asset.
- Leadership, communication skills, organizational skills, problem solving skills and interpersonal skills required.
- Good judgment and concern for detail and accuracy.
- Ability to receive direction, collaborate with others in setting goals, and work effectively in teams to achieve agreed upon goals.
- Resourceful, innovative, creative, strategic, and ability to problem solve.
- Ability to work independently and promote good teamwork.
- Ability to demonstrate tact and courtesy dealing with staff, healthcare providers, other researchers, and patients.

- Ability to communicate well with colleagues from various disciplines and external collaborators within a complex initiative.
- Must be able to maintain strict confidentiality (e.g., when dealing with patient information).

Potential Research Activities and Accountabilities

(Results and outcomes expected when roles are carried out successfully. If desired, add a list of specific tasks/duties in the following section)

- Coordinating and carrying out research activities of key research studies in consultation with the principal investigator(s) and W21C research personnel
- Under limited supervision, responsible for performing a range of research and coordination tasks in support of W21C program objectives, including the following:
 - Ensuring stakeholders are kept informed of the study's progression
 - Assisting with applications (e.g., ethics, grants) and development of research protocols
 - Data collection
 - Assisting with interpretation and analysis of data collected
 - Assist with report writing, production of research papers suitable for publication, and support knowledge translation activities
- Provide general support to W21C program to facilitate the progression of the W21C vision. These activities could include research center space management, support for event planning, and contributions to the overall collaborative environment.

Application Instructions

To apply, please send your cover letter and resume to w21c@ucalgary.ca.
Application deadline: Sunday, April 7, 11:59 pm MDT

MLA Citation-

"Studentships." W21C, www.w21c.org/studentships/.

Beenish Fatima
Vancouver BC V6T 2G9
March 26th, 2019

Ward of 21st Century, W21C
Cumming School of Medicine, University of Calgary
Calgary, AB, T2N 4Z6

Dear W21C Research Committee,

Please consider my application for the summer studentship offered by the Ward of the 21st Century (W21C). I am a third-year undergraduate student, completing the BSc program with a major in Biology at the University of British Columbia. My recent work experience and course work have highlighted the importance of innovation and evolution in the implementation of health care services and are the motivating factors in my pursuance of this position. My genuine passion for this field of study, my strong work ethic, and my relevant work experience all exemplify why I would be the perfect fit for this opportunity.

This past summer, I worked for a non-profit organization called Brightside Community Homes, as a community engagement facilitator. I coordinated the integration and launch of community development programs, lead information sessions, and liaised with external organizations on behalf of the residents. The main objective, of perceiving and addressing the needs of seniors and individuals with disabilities enhanced my interpersonal skills and encouraged creative and resourceful problem solving. Additionally, I contributed to a research project in conjunction with other UBC research students, exploring the critical success factors that influence aging in place. This entailed meeting firm deadlines, leading volunteer teams, collaborating with other students and following the general directive established by the supervisor. As a result, I was able to foster effective task management strategies and expand both my teamwork and leadership capabilities.

Currently, I am working in the clinical research support unit (CRSU) at British Columbia Children's Hospital Research Institute (BCCHR) as a Student Assistant. It requires critical thinking, attention to detail and a high level of accuracy to provide clinical informatics and data management support to BCCHR researchers. Through this position, I've had the chance to improve my computer skills by acquiring in-depth knowledge of basic programs such as Microsoft Excel and experience with new clinical research database programs such as REDCap. Moreover, this role has familiarized me with the process of conducting qualitative and quantitative research, by providing insight on the background procedures that mandate the advancement and approval of these projects.

A recent initiative that I have worked on is the Mental Health Data Registry. The aim is to establish a standard data registry for all mental health programs operating at BCCH by consolidating the screening instruments/questionnaires into one REDCap database. This permits a comprehensive mental illness screening process, that can flag disorders not related to the mental health program the patient is enrolled in, resulting in a more accurate and holistic diagnosis. This project has led me to recognize the importance of initiatives that aim to advance current health care delivery methods and their significance in improving patient safety and quality of care.

Overall, my work experience has contributed to the development of many relevant skills and strategies, but the most important value I have gained is an appreciation of hard work and determination. I have learnt what you gain from an experience is directly correlated to how much effort and work you put into it—hard work and resilience is always rewarded. This is especially relevant as a student because I often come across new and intimidating challenges, I've learnt to view these instances as exciting learning opportunities rather than obstructive barriers and approach them with an optimistic and motivated point of view.

This perspective is my greatest quality and equips me to be the ideal candidate for this opportunity because where I may lack in direct experience I make up for it with my eagerness to learn and my unwavering determination to always give by best no matter the task. I have attached my resume for your consideration and I look forward to hearing back from you.

Sincerely,



Beenish Fatima
Encl. Resume

BEENISH FATIMA

Calgary, AB | beenish.ft@gmail.com | (778)-929-8471

OBJECTIVE: A summer studentship in health care delivery research

EDUCATION: **BACHELOR OF SCIENCE, UNIVERSITY OF BRITISH COLUMBIA (UBC)**
2016 - 2020
Current undergraduate student majoring in Biology.

HIGHSCHOOL/IB DIPLOMA, WESTERN CANADA HIGHSCHOOL (WCHS)
2013 – 2016

VOLUNTEER: **PRESIDENT, AMNESTY INTERNATIONAL UBC CHAPTER**
2017 - 2019

Coordinate meetings, oversee communications within chapter, plan and execute chapter programming and foster strong working relationships within chapter.

BASICS FOR HEALTH NAVIGATOR, REACH CENTRE
2017 - 2019

Interact with at risk individuals and families to conduct assessments, provide support and healthcare resource referrals.

RECREATIONAL THERAPIST ASSISTANT, FOOTHILLS HOSPITAL
2014 - 2016

Interact with patients in the palliative care unit, complete administrative tasks such as filing and making legal packages and plan seasonal/social events in the unit.

ADMINISTRATIVE ASSISTANT, TOM BAKER CANCER CENTRE
2014 - 2016

Responsible for inputting values into hospital databases, developing a database template with the use of Microsoft Access and completing other required administrative tasks.

EXPERIENCE: **CLINICAL RESEARCH SUPPORT STUDENT ASSISTANT, BCCHR**
2018 - 2019

Contribute to the processes of the research data platform services, including the development of standard operating procedures (SOPs), cataloguing and categorization of data resources, documentation of services to increase researcher's awareness and support of the data management team in their daily activities.

COMMUNITY ENGAGEMENT FACILITATOR, BRIGHTSIDE HOMES
2018 SUMMER INTERNSHIP

Coordinate the integration and launch of community development programs, conduct social research in conjunction with UBC, and liaise with organizations that provide community programs directed at seniors and persons with disabilities.

STUDENT FUNDRAISER, UBC ALUMNI ENGAGEMENT
2016 - 2017

Raise money for campus initiatives by calling and building a strong rapport/case with UBC alumnus.

COMMUNITY ORGANIZER, ACORN CANADA
2016 SUMMER INTERNSHIP

Launch community awareness campaigns through petitions, public discussions and presentations, conduct survey research during outreach and complete a final report on findings.

REFERENCES: Available on request

Reference Request Letter 1: *Fontayne Wong*

Reference Request Letter 2: *Carolina Ibarra Sinclair*

Reference Request Letter 3: *Dr. Elodie Portales-Casamar*