

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

Assignment 4.2 – Application Package

Objective: To apply for a summer studentship program based at University of Calgary offered by the Ward of the 21st Century (W21C).

This application package includes a meticulously edited set of documents that are integral to this application process. As outlined in the table of contents below, this document includes a program description, a student profile provided both provided by W21C, as well as an MLA citation sourcing the program posting. The package also includes a peer-reviewed cover-letter, resume and three reference request letters.

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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. This involved coordinating the integration and launch of community development programs, leading information sessions, and liaising with external organizations on behalf of residents. The main objective, of perceiving and addressing the needs of seniors and individuals with disabilities utilized strong interpersonal skills and encouraged 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 related to how much effort and work 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@alumni.ubc.ca | (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

EXPERIENCE: **CLINICAL RESEARCH SUPPORT STUDENT ASSISTANT**, BCCHR

2018 - 2019

Contributed to the processes of the research data platform services, by developing standard operating procedures (SOPs), cataloging and categorizing data resources and documenting services to increase researchers' awareness.

COMMUNITY ENGAGEMENT FACILITATOR, BRIGHTSIDE HOMES

2018 SUMMER INTERNSHIP

Initiated the integration of novel community development programs, coordinated a long-term social research initiative, and communicated with organizations offering resources to seniors and persons with disabilities.

STUDENT FUNDRAISER, UBC ALUMNI ENGAGEMENT

2016 - 2017

Promoted campus initiatives to fundraise money for bursaries and other impactful projects. Liaised with UBC alumnus to establish a strong positive relationship with their alma mater.

COMMUNITY ORGANIZER, ACORN CANADA

2016 SUMMER INTERNSHIP

Arranged community awareness campaigns, through petitions, public discussions and presentations. Coordinated a long-term survey-based research project, included data collection and completion of an evaluative report outlining findings and recommendations.

VOLUNTEER: **VICE-PRESIDENT INTERNAL**, AMNESTY INTERNATIONAL UBC CHAPTER

2017 - 2019

Coordinated meetings, enhanced communications between portfolios, organized chapter programming and promoted positive working relationships within chapter.

BASICS FOR HEALTH NAVIGATOR, REACH CENTRE

2017 - 2019

Interacted with at risk individuals and families to conduct assessments, provided support and healthcare resource referrals based on assessments.

RECREATIONAL THERAPIST ASSISTANT, FOOTHILLS HOSPITAL

2014 - 2016

Based in the palliative care unit, interacted with patients, organized files and paperwork, arranged legal packages and planned season unit events.

ADMINISTRATIVE ASSISTANT, TOM BAKER CANCER CENTRE

2014 - 2016

Developed a database design using Microsoft Access, updated existing database records and organized patient-intake forms.

REFERENCES: Available upon request

ONLINE RESUME: Available at <https://blogs.ubc.ca/beensengl301blog/application-package/>

Reference Request Letter 1: Fontayne Wong
From: Beenish Fatima (beenish.ft@alumni.ubc.ca)
To: Fontayne Wong (fwong@bcchr.ca)
Date: March 25th, 2019
Subject: Request for Reference – Beenish Fatima

Hello Fontayne,

I hope you are doing well!

As you may know the academic term is coming to an end this April and as such I have been seeking work opportunities for the summer. I would greatly appreciate your assistance in this process, if you are willing. I am hoping to list you as my reference for a summer studentship I have recently applied to. The studentship is offered by Ward of 21st Century (W21C), a research initiative based at University of Calgary.

W21C is an innovation driven program that strives to improve patient safety and quality of care. Their governing mandate of improving health care delivery systems closely aligns with overall objective of the Mental Health Data registry project, that I contributed to under your guidance. For this reason, your recommendation would be a compelling indicator of my relevant work experience and would strengthen my application for this studentship placement.

Working with you and the rest of the data management team at BCCHR has been one of the most significant and rewarding work experiences. In only a year's time, I have gained important technical skills and invaluable exposure to project management and healthcare focused research. Moreover, its through working on your project that I've come 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. This experience has provided great clarity regarding my future career aspirations and has sparked a passion for improving patient care standards and promoting a patient-focused approach to healthcare.

I have attached my resume, cover letter as well as an overview of the summer studentship program, for your perusal. The specific elements that I've highlighted regarding my work experience at CRSU are outlined in my cover letter. If you decide to move forward as my reference, I will make sure to provide prior notice regarding the exact time frame W21C will be contacting references. Additionally, if for any reason you do not feel comfortable with being my reference, I completely understand. Regardless, I will always remain grateful for the support and guidance you have so generously offered throughout the work term.

Please let me know if you have any questions or require any additional information, I would be more than happy to oblige. Thank you for taking the time to review my request and I look forward to hearing back from you soon!

Kind regards,



Beenish Fatima
Encl. Resume, Cover Letter and Program Description

Reference Request Letter 2: Carolina Sinclair

From: Beenish Fatima (beenish.ft@alumni.ubc.ca)

To: Carolina Sinclair (carolina@brightside.ca)

Date: March 25th, 2019

Subject: Request for Reference – Beenish Fatima

Hello Carolina,

I hope you are doing well!

As you may know the academic term is coming to an end this April and as such I have been seeking work opportunities for the summer. I would greatly appreciate your assistance in this process, if you are willing. I am hoping to list you as my reference for a summer studentship I have recently applied to. The studentship is offered by Ward of 21st Century (W21C), a research initiative based at University of Calgary.

Working with you and the rest of the Brightside this past summer was truly an eye-opening and fulfilling experience. Collaborating with the community development team, under your guidance to implement community development initiatives, conduct community-based research and advocate for the wellbeing of residents, provided valuable insight regarding my personal values and the importance of their incorporation in my future career. Furthermore, through my interactions with residents as well as conversations with you and fellow co-workers, I became more aware of the serious healthcare related challenges faced by seniors living in urbanized metropolises such as Vancouver. This exposure enhanced my desire to pursue a career in healthcare and inspired me to specifically seek opportunities that aim to improve patient quality-of-care and promote a patient-focused approach to healthcare.

This studentship with W21C provides such opportunity. W21C is an innovation driven program that strives to improve patient safety and quality of care. Their governing mandate of improving health care delivery systems closely aligns with addressing the need and challenges I encountered during my work with Brightside. For this reason, your recommendation would significantly strengthen my profile as a potential candidate, it would provide evidence of my relevant work experience and more importantly of my shared driving values.

I have attached my resume, cover letter as well as an overview of the summer studentship program. If you decide to move forward as my reference, I will make sure to provide prior notice regarding the exact time frame W21C will be contacting references. Additionally, if for any reason you do not feel comfortable with providing a reference, I completely understand. Regardless, I will always be appreciative of all the support and guidance you have provided.

Please let me know if you have any questions or require any additional information, I would be more than happy to oblige. Thank you for taking the time to review my request and I look forward to hearing back from you soon!

Kind regards,



Beenish Fatima

Encl. Resume, Cover Letter and Program Description

Reference Request Letter 3: Dr. Elodie P. Casamar

From: Beenish Fatima (beenish.ft@alumni.ubc.ca)

To: Dr. Elodie P. Casamar (eportales@bcchr.ca)

Date: March 25th, 2019

Subject: Request for Reference – Beenish Fatima

Hello Elodie,

I hope you are doing well!

As you may know the academic term is coming to an end this April and as such I have been seeking work opportunities for the summer. I would greatly appreciate your assistance in this process, if you are willing. I am specifically hoping to list you as my reference for a summer studentship I have recently applied to. The studentship is offered by Ward of 21st Century (W21C), a research initiative based at University of Calgary.

W21C is an innovation driven program that strives to improve patient safety and quality of care. Their governing mandate closely aligns with the Mental Health Data registry project that I collaborated on, with your support and direction. For this reason, your recommendation would be a strong endorsement of my relevant work experience and would significantly strengthen my profile as an applicant.

Working with you and the rest of the data management team at BCCHR has been one of the most significant and rewarding work experiences. In only a year's time, I have gained important technical skills and invaluable exposure to project management and healthcare focused research. This experience has provided great clarity regarding my future career aspirations and has sparked a passion for research that aims to improve quality of patient care and health care delivery practices.

I have attached my resume, cover letter along with an overview of the summer studentship program. The specific elements that I've highlighted regarding my work experience at CRSU are outlined in my cover letter.

If you decide to move forward as my reference, I will make sure to give early notice regarding the exact time frame W21C will be contacting references. Additionally, if for any reason you do not feel comfortable with providing a reference, I completely understand. Regardless, I will always be appreciative of all the support and guidance you have provided.

Please let me know if you have any questions or require any additional information, I would be more than happy to oblige. Thank you for taking the time to review my request and I look forward to hearing back from you soon!

Kind regards,



Beenish Fatima

Encl. Resume, Cover Letter and Program Description