

<u>POSITION:</u>	Project Manager - Advanced Care Planning Quality Improvement Project (ACP-QI)
<u>STATUS:</u>	One and a half (1.5) Year Term Project Year one: 30 hours bi-weekly, 0.40 (FTE) Year two: 6 months at 0.20 (FTE)
<u>START DATE:</u>	To be Determined (Projected to be January, 2016)
<u>NON CONTRACT RANGE:</u>	\$40.00 – \$60.00 (<i>Negotiable based on Qualifications and Experience</i>)
<u>REPORTS TO:</u>	ACP-QI Project Physician Lead

PROJECT OVERVIEW:

Advance care planning (ACP) is the process where a person considers their future health care wishes. Engaging patients in this process, simultaneously increases the quality of life of patients at the end-of-life, improves the experience of family members, and decreases health care costs.

Our project aims to improve the quality of end-of-life care at St. Joseph's General Hospital (SJGH) by facilitating ACP-QI decision-making. We will develop a video that introduces patients and their families to the advance care planning process already being developed by the Island Health Authority and the British Columbia Center for Palliative Care. We will also encourage patients and their families to discuss their wishes with their health care providers, who will then document them and deliver care consistent with their wishes.

Our core project team will consist of seven health care representatives including the physician lead, Dr. Samuel Kohen, two family physicians with an interest in geriatric or palliative care, one specialized RN or LPN, a social worker, spiritual care worker and a project manager. We will develop the video with the help of the Island Health Media Department ensuring alignment with other Island Health Authority initiatives. The project will be rolled out in four phases over one and a half years and involve about 150 patients.

POSITIONS SPECIFICATIONS:

- Master's degree in Quality Improvement, Health Sciences, Health Administration, Public Health, or a related discipline.
- Undergraduate degree and practical experience in a health related field preferable.
- Health care project management certification and experience are essential, preferably in an acute care hospital setting.
- Experience/training in quality improvement methodologies.
- Experience using project-related software such as Microsoft Excel, PowerPoint and Word. The ability to navigate Quality Improvement statistics programs including QI Macros is considered a valuable asset.
- Ability to foster positive relationships and clearly communicate with people from all disciplines and at all levels
- Experience managing and coordinating staff and project teams, contracts and external resources.
- Excellent written, oral and presentation skills.

ROLES AND RESPONSIBILITIES:

- Manage and oversee the day-to-day operations of the St. Joseph's General Hospital ACP-QI project; ensure completion of the project on time and on budget.

- Human Resources:
 - Help develop and coordinate the ACP-QI project team/focus group.
 - Help interview and select a project technician.
- Project Coordination:
 - Coordinate meetings with the Core Team to discuss progress on the ACP-QI project, project milestones, and shared challenges.
 - Coordinate meetings with the Focus Group and Island Health Media Services to develop the ACP-QI Video and application.
 - Align project goals with the hospital administration to facilitate the delivery of key information to medical staff.
 - Provide monthly project updates to the Steering Committee.
 - Effectively communicate and manage project risks to project stakeholders.
 - Work with the ACP-QI focus group and Island Health Media Services to develop the ACP-QI videos and application.
 - Engage physicians, nurses and patients to pilot the ACP-QI video in conjunction with the Project Nurse, Physician Lead, and Steering Committee.
 - Effectively liaise with the BC Specialist Services Committee, fund-holder, Steering Committee, Physician Lead, Project Nurse, and hospital stakeholders.
- Financial Oversight:
 - Manage financial reporting and steward the financial management of the project.
 - Liaise with the donor and fund-holders to ensure compliance with funding requirements.
- Data Collection and Analysis:
 - Monitor, review, and evaluate the impact of the project. If capable, assist with statistical analysis of study data.

Please apply in writing to Tracey Hill, Human Resources Coordinator; this posting will remain open until successfully filled.

Please forward your resumes via:

Email: Tracey.Hill@viha.ca

Or via Mail attention: Tracey Hill
 Human Resources Services
 St. Joseph's Hospital Foundation
 2137 Comox Ave.
 Comox, B.C. V9M 1P2

Thank you.

Date: 11 December 2015

Tracey Hill
 Human Resources Coordinator