# Hosting Proforma

GP Federation Support Unit

Name of Host

Organisation

**1. Interchange Manager’s details**

Louise Foster

Name

Organisation/

Human Resources, GP Federation Support Unit

Department

GP Federation Support Unit

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Address

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Number

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Macmillan Federation Cancer Service Improvement Manager

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| The Macmillan Federation Cancer Service Improvement Manager will be based within the Eastern Federation Support Unit, working across the 4 Federations in the South Eastern Locality of Down, Lisburn, Ards and North Down. The post holder will be responsible for leading, developing and project managing a 2-year cancer service improvement Project funded by Macmillan Cancer Support.  The aim of this project is to facilitate and support the delivery of quality improvement initiatives within Primary Care which enhance the experience of people living with cancer. Through engagement and relationship building across the Federations, their Practices and multidisciplinary teams, the post holder will establish effective processes for data collection and monitoring to identify and raise awareness of the incidence and prevalence of cancer within all GP Practices in the locality, to include a detailed analysis of the cancer patient profile and current workload demand.  Focusing on an understanding of holistic needs and personalised care, the postholder will review the tools and processes currently within Primary Care to support the efficient and effective management of this patient group, and their access to available services. The project will facilitate the development and implementation of a service improvement plan in Primary Care across the locality to improve the care of people living with cancer.  Reporting to a Steering Committee, the Macmillan Federation Cancer Service Improvement Manager will be primarily responsible for undertaking a scoping exercise to determine:   * the current demand levels, assessment and review processes and service provision for people living with cancer across all GP Practices within the locality. * the training needs within the Primary Care workforce (relating to the management of cancer patients). * the current support services available and level of staff awareness for people living with cancer and their carers across GP Practice localities.   The scoping exercise will inform a service improvement workplan in Primary Care across the locality which the post holder will then develop and implement. Delivery of this project will require considerable communication and engagement including extensive liaison with Federations, their member practices and a wide range of other key internal and external stakeholders including service users. |

Main objectives of the opportunity

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| * Develop an agreed protocol to enable accurate identification of people living with cancer within practices. * Implement and utilise systems to collect baseline information from which the service can be evaluated in terms of quantitative and qualitative outcomes. * Undertake a review of identified people living with cancer across each Practice to establish the current cancer workload and complexity. * Commitment to enabling quality cancer care reviews, valuing the contribution of all the team members, encouraging positive and creative working environment ensuring that everyone with cancer will have a conversation about all their needs and concerns, getting the support that’s right for them. * Maintain awareness of the development and implementation of the new Northern Ireland Cancer Strategy through the development and delivery of the project.   **Project DEVELOPMENT & Management**   * Work with the Project Steering group to agree direction and outcomes of the project. * Create a robust project plan with clear milestones and deliverables to ensure successful delivery and monitoring of the project. * Analyse and interpret information gathered to present clear and articulate learning from the findings and inform appropriate recommendations for service improvements. * Contribute to the development of social prescribing for people living with cancer and inform a resource directory for services. * Produce and agree the workplan with the Steering group to support Federations and their member practices. * Plan, schedule and monitor the progress of the project with periodic project reviews to ensure timely delivery of key project milestones and outcomes.   **Reporting and Evaluation**   * Submit a quarterly report to the FSU Senior Management and Steering Group to outline progress against the workplan, identify any risks and agree next steps. * Ensure methodologies used and learning from the project is shared regionally for scale and spread. * Establish robust evaluation throughout the project, ensuring that the voice of those living with cancer is heard, valued and represented throughout the project. * Ensure that prior to month 24 an exit or mainstream plan based on the learning and evaluation of the project is developed. * Provide a final report providing evidence of progress and impact on individual care, service delivery, economic value and potential for wider regional implementation.   **Training and Development**   * Review and refresh previous cancer related training needs analysis. * Identify the training and support needs across the Primary Care workforce and collaborate with the Federation Education leads to put in place an education programme through practice-based learning days. * Condition the environment for any possible future changes in the Quality Outcomes Framework (QOF) or cancer care reviews. * Provide easily accessible resources and support to enable simple and effective changes to person centred quality development. * Identify opportunities to encourage the use of Macmillan primary care tools and models of good practice. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **1.** Educated to degree level in relevant subject  And  A minimum of 3 years recent experience in a Primary Care/Community environment delivering health or social care services.  Or  A minimum of 4 years recent experience in a Primary Care/Community environment delivering health or social care services.  **2.**Knowledge of project principles, methodology and tools and experience of successfully leading, managing and evaluating change management, quality improvement and/or service redesign projects.  **3**.Demonstrable knowledge and understanding of Primary Care structure, services and systems and current cancer services within the locality.  **4**.Ability to demonstrate credibility with peers and local Primary Care colleagues.  **5.**Proven experience of gathering, analysing and interpreting data and producing timely accurate project reports.  **6**.Proven ability to form effective working relationships and influence others to adopt proposals and implement solutions.  **7.**Excellent communication, motivating and influencing skills and an ability to work with a variety of internal and external stakeholders.  **8**.Excellent written and oral communication skills  .  **9**.Proven ability to work on own initiative and prioritise workload.  **10.**IT literate and competent with all Microsoft office and project management packages.  The successful candidate must hold a full current driving license (valid in the UK) and have access to a car at the closing date or have \*\* access to a form of transport which will permit the applicant to carry out the duties of the post in full.  (\*\* this relates only to any person who has declared that they have a disability, which debars them from driving).  **DESIRABLE CRITERIA**   1. PRINCE 2 (Practitioner) or equivalent project management qualification. 2. Awareness of cancer pathways and delivery of cancer treatments in Primary care. |

**4. Personnel: Please state below**

Who will the individual report to?

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| The Project Steering Committee and the Senior Business Manager, Federation Support Unit |

Who will be the individual’s line manager and/or reporting officer?

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| Senior Business Manager, Federation Support Unit |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| This role will contribute to service improvements for people living with cancer across the GP Federation areas, identify training needs across the Primary Care workforce (relating to the management of cancer patients) and further staff awareness of services for people living with cancer and their carers across GP Practice localities.  The individual will have the opportunity to shape this key service improvement project, enhance their existing project management skills, work autonomously, develop, and manage relationships with a wide range of stakeholders to ensure project success. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: ASAP  **Duration**: This will be a 2-year post for the duration of the project.  **Location**: GP Federation Support Unit, Purdys Lane Belfast working across the 4 Federations in the South Eastern Locality of Down, Lisburn, Ards and North Down  **Resources**: The salary range for this post is £38,890 -£44,503 per annum  **Funding**: This post is funded by Macmillan Cancer Support  **Further information**: Please contact Louise Foster by emailing [louise.foster@easternfsu.co.uk](mailto:louise.foster@easternfsu.co.uk)  **Closing Date:** Applications\* must be submitted by email **by Noon, Thursday 10th September 2020** to:  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*This opportunity is not open to NI Civil Service staff. |

**7. Endorsement**

**Interchange Manager**

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| **Louise Foster** |

**Signed:**

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| **17/8/20** |

**Date:**