Knowledge Exchange and Dissemination Scheme (KEDS) Project

Project Manager (Postdoctoral Level)

Job Description & Application Guidelines

CLOSING DATE: FRIDAY JANUARY 15TH 2016
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Purpose of the Current Role

To project manage a knowledge exchange and dissemination initiative to synthesise and disseminate cross-cutting/high level messages from across all dissemination outputs arising from the Palliative Care Research Network (PCRN) including the final research reports.

Background

All Ireland Institute of Hospice & Palliative Care (AIIHPC)

AIIHPC is an all island organisation comprised of a Consortium of partner organisations, including hospices, health care agencies and universities, all working to improve the experience of supportive, palliative and end-of-life care on the island of Ireland, by enhancing the capacity to develop knowledge, promote learning, influence policy and shape practice. The aim is to secure best care for the populations (www.aiihpc.org).

AIIHPC is moving into its next phase, seeking to develop and build on the achievements and outcomes from the previous five years. One of these achievements is the establishment of the Palliative Care Research Network. Three new strategic work programmes for the future have been identified by AIIHPC:

**Work programme 1:** Integrate research, education and practice development in the health and social care systems across the island of Ireland.

**Work programme 2:** Partner with users, carers and communities in relation to production of resources for palliative care.

**Work programme 3:** Support and leverage the development of specialist palliative care sector to meet current and emerging demands in respect of health systems.

It is envisaged that the PCRN might expand its research remit across these three strategic work programmes.

Palliative Care Research Network (PCRN)

In September 2012, AIIHPC’s Structured Research Network was launched with an initial investment of €1.35million for palliative and end of life care research from the HRB in the Republic of Ireland and AIIHPC. This reflected a historical shift in research funding and policy development for palliative care on the island of Ireland. The SRN consists of two complementary research strands (including seven work projects) co-led by six academic institutions across the island of Ireland. Members are responsible for specific projects, linked
to advisory teams within their institutions, with well-established links to international collaborators. An eighth work project overlaps both research strands and aims to develop and implement knowledge transfer activities.

The Research Network has now evolved attracting other researchers and projects to constitute the PCRN. A parallel contribution of two PhD Fellowships from the Research & Development Office of the Public Health Agency in Northern Ireland was made to AIIHPC which have also been incorporated under the PCRN. The overall aim of the PCRN is to create an all-Island palliative care research community providing opportunities to create and engage within a collaborative environment that supports the development of excellent, high quality, clinically-relevant and innovative research projects that reflect, inform and contribute to AIIHPC’s programmes of work.

**Knowledge Exchange & Dissemination (KEDS) Project**

Following an application under the Health Research Board’s Knowledge Exchange and Dissemination Scheme (KEDS), AIIHPC was recently awarded funding to undertake a KEDS initiative entitled “Synthesising and Disseminating Key Lessons from AIIHPC Palliative Care Research Network”. This project aims to further enhance knowledge transfer and exchange activities across the PCRN by conducting a higher level analysis of the dissemination products arising from the individual PCRN work projects (including the original SRN work projects and the new PCRN projects) during the final year of the active grant. It is expected that dissemination products will include published papers, conference presentations, interim/final reports to AIIHPC and HRB, and documents relating to archived datasets. A secondary analysis of these dissemination products will be undertaken by identifying cross-cutting or high level messages from across all dissemination outputs including the final research reports.

This analysis represents significant added value to the PCRN community as it will build on the learning from the individual work projects. Following the identification of these high level messages, the focus of the KEDS project will be the dynamic dissemination of these messages through the implementation of specific KTE activities and products including accessible and engaging video shorts, podcasts, policy briefs and newsletters. These activities will be designed with specialist input from key stakeholders representing researchers, practitioners, policy makers as well as users and carers of palliative care services to maximise the accessibility and impact of the key messages. This project will be overseen by a work group co-led by Dr Suzanne Guerin (Interim Head of Research/co-lead KEDS project/ AIIHPC PCRN Senior Investigator) and Dr Tara Murphy (Programme Manager Research/ co-lead KEDS project).
How KEDS relates to the original HRB grant

The original SRN grant included supports for each work project to undertake individual dissemination activities including the production of conference papers, peer-reviewed publications, symposium and workshops and the sharing of information via AIIHPC's Palliative Care Hub (web-based portal). In addition AIIHPC has supported an annual symposium to support the sharing of learning across the PCRN.

This proposal will enhance and build on existing KTE activities within the active grant by collating key findings from all dissemination products produced by the individual PCRN work projects (including the original SRN work projects and the new PCRN projects) and undertaking a thematic synthesis of these findings with the aim of producing high level, cross cutting messages to inform policy and practice in this area. This will maximise the contribution of the PCRN projects to policy and practice.

The added value of the current proposal is the identification and dissemination of high level cross cutting themes from across the individual work projects that form the PCRN. This process will allow a more direct impact on policy and practice as it will synthesise the findings for direct consumption by key stakeholders such as policy makers, professional bodies involved in service delivery, and service users. This added value will be evidenced through, for example:

- Agreement on a common language / understanding/ perspective about issues pertinent to specific groups
- Direct targeting of key stakeholders with high level ‘banner’ messages
- Creation of engaging and accessible materials for the communication of these messages
- Use of the AIIHPC Palliative Care Hub as a valued medium for the translation and dissemination of research findings
- Maximising the potential impact at national and international levels by building on dissemination activities by the individual projects.

Details of the Current Post

This is an exciting opportunity to project manage this knowledge exchange and dissemination initiative to synthesise and disseminate cross-cutting/ high level messages from across all dissemination outputs arising from the PCRN including the final research reports. See Appendix 1 for a full description of the KEDS project including a Gantt Chart.

**Potential benefits:** It is anticipated that this role will provide valuable capacity building, learning and leadership opportunities to the successful candidate. For example,
Knowledge Exchange and Dissemination Scheme (KEDS)
Project Manager (Postdoctoral Level)

- Expand knowledge and experience of knowledge transfer and exchange models and processes
- Develop and/or enhance knowledge of palliative and end of life care research
- Engagement with senior and multidisciplinary senior and early career researchers
- Strengthen knowledge of various research methodologies
- Enhance academic writing and presentation skills
- Engage in wider learning opportunities offered through PCRN and Early Career Researcher Forum

Main stakeholders: Stakeholders including AllHPC, PCRN, Voices4Care\(^1\), PCSNN Senior Nurses Network\(^2\), Irish Association for Palliative Care, Irish Hospice Foundation, Patient/Client Council in Northern Ireland and other stakeholders to be confirmed. Representatives from these organisations will be invited to form a Project Working Group to advise on and support the dissemination activities implemented by the KEDS project team during and beyond the end point.

Support: The Project Manager will be supported by Dr Tara Murphy, Dr Suzanne Guerin, and the Project Working Group mentioned above.

Principal duties: The Project Manager will be required to carry out a range of duties, including but not limited to the following:

- Develop a protocol for the AllHPC PCRN KEDS project
- Liaise with leads on individual PCRN work projects to gather dissemination products
- Undertake a thematic synthesis of key findings from individual work projects to identify high level themes
- Coordinate and conduct reflection groups with key stakeholders for the purpose of interpreting and finalising high level messages
- Liaise with communication and visual marketing experts to prepare dissemination materials
- Liaise with staff in the AllHPC to ensure the wide dissemination of these materials
- Develop and conduct communities of practice sessions with health and social care professionals
- Write up interim and final report(s) for AllHPC and HRB

AllHPC Futures: AllHPC will be entering a second quinquennial phase in 2016. This will involve the introduction of a wider partnership base, changing governance and human resources structure and a move to undertaking three new programmes of work. This project

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\(^1\) AllHPC Forum for service users and carers.
\(^2\) Forum for senior nurses working in the area of palliative and end of life care.
will continue throughout the Futures stage and will be co-led from 2016 by Dr Suzanne Guerin and Dr Tara Murphy.

**Essential qualifications and experience:** Applicants should hold a PhD in humanities, social sciences, health care research, or a related area. In terms of knowledge, skills and experience, the successful candidate will have:

**Essential:**

- Expertise in research and dissemination projects and activities
- Good knowledge of a wide range of research methodologies
- Evidence of writing for reports and peer reviewed publications
- Self-motivated able to work on own initiative and within a team
- Excellent interpersonal, communication and presentation skills

**Desirable:**

- Experience of senior level working groups and committee work
- Detailed knowledge and understanding of current health care environment with particular reference to policy for palliative care
- Knowledge of social justice issues with a particular emphasis on care
- A start date of mid/late February (or earlier is preferred)
- Clean drivers licence

**Employment Terms & Conditions:**

**Employer:** AIIHPC  
**Accountable to:** AIIHPC  
**Reporting to:** Dr Suzanne Guerin (Interim Head of Research/ Project co-led) and Dr Tara Murphy (Programme Manager Research/ Project co-lead)  
**Contract/secondment:** Likely to be 10 months (0.6 FTE during the first 4 months and 1FTE in the second six months) (to be confirmed)  
**Performance Review:** At 3 and 6 months  
**Location:** AIIHPC offices at Harold’s Cross predominantly  
**Salary:** €27,454 net (Point 4 on the IUE scale)  
**Leave:** Leave will be in line with statutory entitlements and prorated as per the post  
**Transport:** Clean Driving License and Car required  
**Expenses:** Vouched expenses paid at Public Service rates
Knowledge Exchange and Dissemination Scheme (KEDS)
Project Manager (Postdoctoral Level)

Application procedure

Please note applications should be made by sending the following information as one single attachment (either in PDF or word format) incorporating all of the below required information:

- A Curriculum Vitae, including all qualifications and experience, and a covering letter addressing your interest and suitability for the role;
- The names, email addresses, correspondence addresses and telephone numbers of two referees whom AIIHPC may contact.

Once the attachment is compiled please send your single document application to Dr Tara Murphy, Programme Manager Research (tmurphy@aiihpc.org)

Evaluation

All applications will be validated by AIIHPC to ensure they meet the defined eligibility criteria and that they adhere to the appropriate format. Any invalid applications will not be shortlisted. Applicants will be notified in writing if an application is deemed invalid.

Only shortlisted candidates will be invited to attend for interview. All candidates invited for interview will be required to make a brief presentation. Applicants will be notified of the outcome of their application by email.

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<tr>
<th>IMPORTANT DATES</th>
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<tbody>
<tr>
<td>Launch of call for Project Manager (Postdoctoral Level)</td>
<td>Tuesday 15th December 2015</td>
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<tr>
<td>Closing date of application (electronic)</td>
<td>Friday 15th January 2016</td>
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<td>Shortlisting</td>
<td>Week beginning 18th January</td>
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<td>Interviews &amp; notification</td>
<td>Week beginning 25th January</td>
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<td>Appointment no later than</td>
<td>Mid/end February</td>
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For further details contact:

Dr Tara Murphy
Programme Manager Research
All Ireland Institute of Hospice & Palliative Care
c/o Education & Research Centre
Our Lady’s Hospice & care Services
Harold’s Cross
Dublin 6w
APPENDIX 1 ADDITIONAL INFORMATION

Project aims: The primary aims of the KEDS Project include

- Engaging widely with palliative care service users and their family carers to support effective dissemination to these groups
- Involving a range of researchers and clinical professionals from multiple settings and jurisdictions
- Developing key messages tailored to specific audiences to increase their impact
- Promoting a greater awareness of research in palliative and end-of-life care nationally and internationally.
- Maximising the PCRN's impact on policy and practice for palliative and end-of-life care.

Activities to be undertaken & key deliverables: In order to meet these aims the following activities and deliverables are planned:

**Activity 1:** Systematic identification and gathering of reports and dissemination activities from each individual work project on the SRN/PCRN

**Deliverable 1:** Database of dissemination products produced during 2016

**Activity 2:** Thematic synthesis of the research findings across these reports

**Deliverable 2:** A set of high level cross-cutting messages that reflect the outcome of the thematic synthesis.

**Activity 3:** A series of reflection groups with knowledge users (i.e., policy makers, researchers, service delivery professionals and service users/advocates) to adapt the messages for different audiences. This will be complemented by specialist input from experts in communication and visual marketing to support dissemination.

**Deliverable 3:** Development of individual policy briefs, newsletters and video clips for each key message identified in Activity 2.

**Activity 4:** Communities of practice sessions with health & social care professionals to increase engagement with the research messages.

**Deliverable 4:** A set of model workshops designed to increase engagement in research by professionals.
These activities will take place over a 12-month period.

**Additional resources:** Additional personnel, who will be employed on a sessional basis, are the communication and visual marketing experts who will support the production of the dissemination materials. Their responsibilities will include:

- Specialist advice on multi-media dissemination
- Development of a template for video-based dissemination and production of one video per key message developed as part of the project
- Development of a template for text-based dissemination and production of one text-based product (policy brief and/or newsletter) per key message developed as part of the project
### APPENDIX 2 GANTT CHART

**AIHPC SRN/PCRN KEDS Project Gantt chart**

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<thead>
<tr>
<th>Task</th>
<th>Dec '15</th>
<th>Jan-Feb '16</th>
<th>Mar-Apr</th>
<th>May-Jun</th>
<th>Jul-Aug</th>
<th>Sept-Oct</th>
<th>Nov-Dec</th>
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<td>Recruit &amp; appoint a Project Manager.</td>
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<td>Develop a protocol for the gathering and thematic synthesis of the dissemination activities &amp; outputs from: (1) individual work projects (2) overall PCRN</td>
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<td>Use cases on individual work projects to gather dissemination activities &amp; identify potential outputs (Deliverable 1: database of dissemination products).</td>
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<td>Undertake a thematic synthesis of key findings from individual work projects to identify high level themes (Deliverable 2: high level cross cutting messages).</td>
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<td>Conduct reflection groups with knowledge users.</td>
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<td>Contract a Design Team to develop &amp; design appropriate &amp; specific dissemination/communication products (e.g. video clips, podcasts, policy briefs, brochures, etc). (Deliverable 3: high level dissemination products).</td>
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<td>Develop, launch &amp; promote dissemination products via Palliative Care Hub, Consortium Partners &amp; wider.</td>
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<td>Communities of practice with health &amp; social care professionals for the purpose of interpreting and finalising high level messages. (Deliverable 4: model workshops for communities of practice).</td>
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<td>Showcase dissemination products at Annual PCRN Symposium 2016/17.</td>
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<td>Submit final report to HRB.</td>
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<td>Jan '17</td>
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