



All Ireland Institute of **Hospice and Palliative Care**

JOB DESCRIPTION & PERSON SPECIFICATION

PROJECT MANAGER FOR NURSING HOME EDUCATION

1.0 WTE – Specified Purpose Contract

JOB DESCRIPTION

Job Title: Project Manager for Nursing Home Education

Accountable to: AIHPC Director

Reporting to: Programme Manager for Education

This is initially a 5-year contract, funded by IHF, HSE, AIHPC and a philanthropic grant from Kingspan.

Role and Function of the Project Manager: Nursing Homes Education

This is an exciting new role within AIHPC to lead the Institute's components of a new national programme for palliative, end-of-life care and bereavement care in the nursing home sector, in partnership with the Irish Hospice Foundation and the Health Service Executive. The overall aim of this programme is to improve the delivery of compassionate, person-centred palliative, end-of-life and bereavement care in residential care settings. This will be achieved through a nationally mandated, well-designed, multi-strand, integrated quality improvement programme which will enable all residential care settings in the Republic of Ireland to engage at a level appropriate to them. The primary role of the post holder is to oversee the delivery of Project ECHO® networks* webinars and to oversee a dedicated zone on the Palliative Hub Learning Platform to support nursing home staff working in the Republic of Ireland.

Reporting to the Programme Manager for Education, the post-holder will work collaboratively as part of the AIHPC team, in line with AIHPC's values, aims, objectives and shared themes.

** Project ECHO® is a distance learning methodology that breaks down hierarchies of specialist knowledge by creating virtual knowledge sharing networks using video conferencing technology to bring together acute and primary care services (see <https://hsc.unm.edu/> for further details)*

Key Responsibilities

- Oversee the planning, implementation and tracking of specific activities associated with the nursing home programme (with the support of the Programme Manager and Institute Director)
- Represent AIHPC on the Nursing Homes Internal Project Group. This group will have responsibility for the day-to-day running of the programme, in line with the programme plan, to the agreed quality, budget and timescale. The Internal Project Group will escalate issues and risks to the Executive Management Group, where necessary.
- Support the development of a communication strategy to promote the nursing home programme to key stakeholders through a range of channels including publications, presentations and the use of social media
- Take guidance from the Programme Manager and Institute Director on implementation issues in the nursing home programme

- Network with appropriate care organisations, education institutions, government departments and agencies, across voluntary and statutory sectors and with other key stakeholders, in relation to the nursing home programme
- Participate in events on behalf of AIHPC (e.g. conferences, workshops, etc)
- Work with the Programme Manager for Education to ensure appropriate integration of the nursing home programme with AIHPC's wider education programme and other key programmes within policy, practice, research, raising awareness and service user carer engagement
- To work in collaboration with the National Nursing Home Programme Manager, Irish Hospice Foundation and relevant staff in delivering the joint National Nursing Home Programme

Project Management

Project Planning

- Create a detailed work plan which identifies and sequences the activities needed to successfully complete AIHPC's key deliverables related to the nursing home programme
- Determine the resources (time, money, equipment, etc) required
- Determine the objectives and measures upon which key deliverables will be evaluated

Project Resourcing

- Direct project resources according to AIHPC's established policies and practices and overall plan for the nursing home programme
- Identify local specialists from palliative and older persons services to engage in relevant Project ECHO Hub and/or webinar panel membership in consultation with Director and Programme Manager for Education

Implement the Project

- Identify and seek commitment from local specialists including from palliative and older persons services to engage in relevant components of the nursing home programme (Project ECHO Hub and/or webinar panel membership). This includes a commitment to receiving ECHO Immersion training for key staff
- Support the establishment of 9 Project ECHO-AIHPC: Nursing Home Networks (a maximum of 4 per year). These will each comprise a maximum of 15 homes and a hub (~ 4-6 professionals) containing local specialists from palliative and older persons services. These will commence with a 10-session programme agreed by participants of each network followed by bi-monthly videoconferencing to maintain links and discuss areas of clinical concern for the lifespan of the project
- Facilitate 6 webinars per year open to all nursing home staff on topics of interest. Registrants will be able to ask questions regarding the topic to be discussed at the session during the registration process and these will be answered by a panel of specialists (including specialists from palliative care and older persons services) as appropriate following the relevant expert's presentation.

- Establish a communication schedule to update stakeholders on the progress of the project(s)
- Support the development of a project zone on the Palliative Hub – Learning Platform (Moodle platform). This will contain dedicated password protected areas for each of the Project ECHO-AIHPC networks to share information and an additional area to house learning materials identified by the Internal Project Group which are of relevance to all nursing homes.

Project Monitoring

- Ensure that project deliverables are on time, within budget and at the required level of quality
- Prepare reports on project deliverables for management and for funders as requested
- Monitor and seek approval for all budgeted project expenditures
- Monitor cash flow projections and report actual cash flow and variance to Director on a regular basis

Project Evaluation

- Evaluate the outcomes of the project as established during the planning phase
- Drive the evaluation and measurement of impact of Project ECHO in association with the international Project ECHO movement

Additional Responsibilities

- Provide project management support to AIHPC Director, Programme Manager for Education and wider AIHPC Team
- Liaise with Office Manager in relation to deployment and use of clerical/administrative and other non-professional resources
- Contribute to the induction and development of AIHPC staff as appropriate
- Participate in the design of information and communication systems required to support AIHPC including updating website content

To perform such other duties appropriate to the post as may be assigned from time to time by the Director of AIHPC

PERSON SPECIFICATION – PROJECT MANAGER FOR EDUCATION

FACTORS	ESSENTIAL	DESIRABLE (may be used for shortlisting)
Experience	<ul style="list-style-type: none"> • A minimum of 3 years project management experience within the last 5 years within healthcare • Experience of working in partnership with multiple agencies and with multidisciplinary teams • Experience of supporting the delivery of education within healthcare 	<ul style="list-style-type: none"> • A good understanding of palliative, end-of-life care and bereavement care • Experience in developing content for websites • Experience of facilitating webinars • Experience of Learning Management System administration and/or e-learning course design
Qualifications	<ul style="list-style-type: none"> • Project management qualification 	<ul style="list-style-type: none"> • Formal project management qualification • Adult teaching qualification
Core competencies	<ul style="list-style-type: none"> • Excellent organisational skills • Team building and influencing skills including ability to manage conflict • Excellent interpersonal skills and high standards of verbal and written communication • Good Microsoft office ICT skills • Experience in tracking and monitoring finances and Key Performance Indicators 	
Transport	<ul style="list-style-type: none"> • Hold a current full driving license and have access to a form of transport in order to fulfil the functions of the post 	

CONDITIONS OF APPOINTMENT:

WORKING BASE:	This post is based in Dublin at the AIHPC Office, Education and Research Centre, Our Lady's Hospice, Harold's Cross. The post-holder will be required to travel frequently within the Republic of Ireland and occasionally outside of the Republic of Ireland as required.
SALARY SCALE	Within a range up to a maximum of €42 – 48k – Salary based on experience.
HOLIDAYS:	26 days per annum
HEALTH:	A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. To satisfy the requirements as to health, the successful candidate, before being appointed, shall undergo a pre-employment medical.
CONTRACTUAL HOURS	35 hours per week. Given the seniority of the post details of starting and finishing times may vary in accordance with Institute needs. There will be times when you will be required to work outside of the normal office hours. Flexible working will be considered although there will be a requirement to attend AIHPC for meetings as required.

The post will be filled on a whole-time specified purpose contract basis for 5 years.

Superannuation:

The Institute will make a 7% contribution towards a pension scheme and employee contributions are mandatory at a minimum rate of 7% of gross basic salary.

Probation:

The person shall be on probation for a period of six months, or such longer period as may be determined by the Board of the Institute from time to time and shall cease to hold office at the end of the period of probation unless during such period AIHPC's Executive Committee certifies that the service in the office has been satisfactory.

Resignation:

The post holder must give not less than one months' notice, in writing, of their intention to resign from the post.

Expenses:

All expenses incurred related to travel and other work-related expenses will be reimbursed on a vouched basis as determined by the policies of the Institute.

Other terms and conditions will be in line with the policies of the Institute.